

MOHAMMED AHMED

INBOUND ADMINISTRATION OFFICER

□BURAYADHA, AL-QASSIM, SAUDI ARABIA.

□HYDERADAB, TELAGANA, INDIA

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Objective:

A highly motivated and detail-oriented administrative Officer seeking to leverage strong organizational and communication skills to support inbound logistics and inventory management for chiller & freezer items ensuring efficient and accurate stock control and order processing.

Experience:

Inbound Administration officer | NUPCO (Project for SMSA), Burayadha, Al- Qassim Jan- 2025 To Present

- Coordinate with suppliers and freight carriers to schedule and track inbound shipments for chillers and freezer items.
- Manage and process all inbound documentation, including invoices, packing lists, and bills of lading.
- Resolve any discrepancies, damages, or shortage with suppliers and carriers.
- Process the systematic goods receiving as per company's SOP.
- Manage and file all inbound related paperwork, both physical and digital.
- Prepare and generate reports on inbound shipments, to verifying 100% accuracy in receiving and minimizing the errors in receiving.
- Strong understanding of supply chain and inbound logistics principles.
- Knowledge in Chiller & Freezer items, Heating, Ventilation and Air Conditional (HVAC) along with keeping proper storage locations for High Value Items for easy tracking and identify.

Receiver In Inbound | NUPCO (Project for SMSA), Burayadha, Al-Qassim Dec-2023 To Dec-2024

- Managed the processing of 50+ incoming shipments daily, ensuring all the goods were accurately received and documented.
- Skilled in using RF scanners and barcode technology to streamline the receiving process and minimize errors.
- Quickly Identified and resolved a discrepancy in a large shipment, preventing a delay in the production schedule.
- Prioritized and scheduled inbound deliveries to optimize workflow and reduce dock congestion during peak hours.
- Well knowledge in Blue yonder software and Suppl chain management.

Retail Receiver and Dispatch Executive | SMSA

Burayadha, Al-Qassim

June-2019 To Nov-2023

- Receiving customers shipments and explaining store policies and guiding customer.
- Weighting the shipments and ensure as per company policy applying related packages for shipments and dispatch the shipment to designated area accordingly.
- Handling cash, receiving complaints from customers and handle smoothly.
- Monitoring ongoing reports, store maintenance and KPI updating.

Machine Operator In charge | Faden Media

Riyadh, Saudi Arabia

Jan-2010 To Mar-2018

- Installed & modified equipment to fulfill production goals.
- Planned staff and materials costs to meet production schedules.
- Streamlined production and minimized waste using automated solutions.
- Formulated process controls and validation to reach quality standards.
- Read Isometrics drawing, executed job accordingly to specification of client.
- Well versed in drawing like piping, isometric, P& ID and GAD.

Education:

Intermediate in CEC, Tips Academy,

Ranga Reddy, Andhra Pradesh
Discontinued- 2001

Secondary School Certificate (S.S.C), Al Jaffer High School, Purani Haveli

Hyderabad, Andhra Pradesh
APRIL-1999

Languages:

- Hindi: Native
- Urdu: Native
- Arabic: Fluent
- English: Intermediate
- Telugu: Beginner

Hard Skills & Soft Skills:

Warehouse Management

Inbound Receiving & Storing Process

Blue Yonder Knowledge (WMS)

Data Analysis

MS Office & Excel

Shipments & Packaging Expertise

Problem Solving

Communication

Leadership

Teamwork

Time Management

Fast Learner