

# MUHAMMAD TALHA

Warehouse Storekeeper | Supply chain intern



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-  Pakistani
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-  01-SEP-2002
-  Single

## PROFESSIONAL SUMMARY

Efficiency-driven Warehouse Storekeeper balancing inventory control (99% accuracy), compliance (MOH/JCI), real-time analytics (Power BI/Excel), and cross-functional coordination. Pursuing MITx MicroMasters in SCM to advance supply chain quality. Dedicated to team growth, self-development and optimizing warehouse performance.

## WORK EXPERIENCE

Warehouse STOREKEEPER

Sep 2024 – Present

Abu Zinadah Hospital, Jeddah, Saudi Arabia

- Ensured 100% compliance with MOH/JCI regulations for pharmaceutical storage and expiry tracking.
- Maintained 99% inventory accuracy and reduced stock discrepancies by 40% via FIFO/LIFO, JIT Logistics.
- Ensured health and safety standards and keep track of warehouse daily temperature and humidity.
- Coordinated with external suppliers for timely delivery and resolved discrepancies in shipments.
- Helped on-board new staff on storekeeping protocols, safety standards, and inventory handling.
- Recorded inventory movements using Excel and Google Forms, ensuring real-time data accuracy.
- Generated weekly consumption reports of each department and SKU-level analytics for the manager.

OPERATIONS INTERN

Jun 2023 – Jul 2024

Nishat Mills Limited, Faisalabad, Pakistan

- Assisted in developing a demand forecasting model for textile raw materials using Excel, improving accuracy by 25% and reducing excess inventory by 18%.
- Collaborated with QC teams to implement real-time defect tracking reducing rejection rates by 12%.
- Coordinated cross-functional teams (Procurement/Logistics) to prevent production delays.

## EDUCATION & Certifications

MITx MicroMasters Program in Supply Chain Management

edX

Expected completion Aug 2027

Diploma in Warehouse Management

Alison

Jul 2025

Diploma of Associate Engineer (DAE)

Government College of Technology Faisalabad, Pakistan

Aug 2021 – Jul 2024

### SOFT SKILL

- Problem Solving
- Team Collaboration
- Multitasking
- Process Optimization
- Communication Skills
- Attention to Detail
- Time Management

### LANGUAGES

- English
- Urdu
- Punjabi
- Hindi
- Arabic

### ✂ TECHNICAL SKILLS

- Power BI & Excel (Advanced)
- Google Sheets & Forms
- Inventory Auditing
- Demand Forecasting
- KPI Reporting & Analytics
- FIFO/LIFO, JIT Logistics
- Data Management