



NIYAZ AHAMED

+919686113598
niyazahamed21@gmail.com
Udupi

Skills

- ◆ MS Office
- ◆ Internet Applications
- ◆ Leadership & Team Management
- ◆ Customer Service Excellence
- ◆ Inventory Management
- ◆ Problem-Solving & Decision-Making
- ◆ Communication Skills
- ◆ Technological Proficiency
- ◆ Transportation & Logistics Management
- ◆ Vendor & Carrier Management
- ◆ Regulatory Compliance
- ◆ Data Analysis & Reporting
- ◆ Organizational & Time Management Skills

Language

- ◆ English
- ◆ Hindi
- ◆ Kannada
- ◆ Malayalam
- ◆ Tamil

Summary

Results-driven and highly organized Store Incharge and Logistics Coordinator with over 10 years of comprehensive experience in inventory management, warehouse operations, procurement, and logistics coordination. Proven track record of streamlining supply chain processes, optimizing storage systems, reducing operational costs, and ensuring timely delivery of goods. Adept at team leadership, vendor management, and implementation of ERP systems. Strong problem-solving skills with a focus on efficiency, accuracy, and customer satisfaction. Experienced in managing both inbound and outbound logistics, coordinating with transporters, and maintaining compliance with safety and quality standards

Education

Poorna Prajna College, Mangalore University

Bachelor of Business Management (BBM) - Business Management, GPA: 2.36

UDUPI, Karnataka

Apr 2008

Sikkim Manipal University

Master of Business Administration - Finance, GPA: 2.4

Udupi, Karnataka

Jan 2011

Experience

Qyasat Al Taqa company for measuring device(Instrument)

Logistic coordinator & Store incharge

Dammam, SAUDI ARABIA

Dec 2016 - Mar 2025

- ◆ Inspecting incoming and outgoing products with its Packing list, Delivery note & comparing with the P.O.
- ◆ Developing records of the materials received and forwarding the records to the Quality control for the Final internal inspection.
- ◆ Ensuring that all materials are handled properly & stored in the correct place.
- ◆ Ascertaining the proper Labeling/tagging of material.
- ◆ Responsible for maintaining the warehouse with good housekeeping as well for the safe working condition.
- ◆ Preparing the job orders and Issuing material for Assembly Section against particular job order.
- ◆ Preparing Shortage & Damage report of materials and make closely follow up with the supplier.
- ◆ Maintaining monthly reports of consumable material.
- ◆ Maintaining monthly Material dispatch and Stock report and forwarding the same to concern finance Team.
- ◆ Coordinate with Procurement Department to prepare purchase orders.
- ◆ Leading the half yearly and yearly Stock counting programme.
- ◆ Ensuring to deliver the Stock available item to the customer to reduce the inventory as well as to meet the customer needs.
- ◆ Active participation in the ISO Audit.
- ◆ Responding to all the customer queries regarding their material delivery status .

- ◆ Shipping orders to ensure that products are packaged and shipped out to the Customer within their time frame.
- ◆ Acted as Focal point to Saudi Aramco, responsible for updating material status, publishing ASN, and revising ETA in the Saudi Aramco portal.
- ◆ **Logistic coordinator:**
- ◆ Negotiate freight rates with service providers and ensure optimized routes for delivery
- ◆ Responsible for the company imports/ exports of all air and sea shipment and monitor, track /trace and expedite wherever necessary.
- ◆ Arranged the collection of material according to the timeline of production and planning department.
- ◆ Providing the supporting shipping document to the concern logistic forwarder for the clearance purpose.
- ◆ Update all import / export shipment in the logistic log with the tracking details.
- ◆ Filing all the correspondent document with all the required details of Imports / Exports.
- ◆ Verify the Invoice provided by logistic firm and submit to the concern finance department.
- ◆ Apply for saber certificate if required

Dresser al Rush aid Valves & Instrument Co Ltd.

Stores in charge

Jubail, SAUDI ARABIA

Dec 2011 - Aug 2016

- Inspecting incoming and outgoing products with its Packing list, Delivery note & comparing with the P.O & updating in the EMS.
- Developing records of the materials received and forwarding the records to the Quality control for the Final internal inspection.
- Ensuring that all materials are handled properly& stored in the correct place.
- Ascertaining the proper Labeling/tagging of material.
- Preparing Shortage& Damage report of materials and make closely follow up with the supplier.
- Responsible for maintaining the warehouse with good housekeeping as well for a safe working condition.
- Issuing material for Assembly Section against particular job order.
- Maintaining monthly reports of consumable material.
- Maintain Monthly Dispatch report, stock report and forward the same to Planning team.
- Updating Inventory mgt system & maintain optimum stock all make sure that material qty matches to the system.
- Closely work with the planning team to ensure material is available as per the scheduled plan
- Leading the half yearly and yearly Stock counting programme.
- Ensuring to deliver the Stock available item to the customer to reduce the inventory as well as to meet the customer needs.
- Active participation in the ISO internal, external & Third-party Audit.
- Responding to all the customer queries regarding their material delivery status .
- Monitoring Status of Materials& Delivery Schedule according to the company's material strategy.
- Shipping orders to ensure the right products are packaged and shipped out to the right address and that deliveries are checked - in correctly within and outside GCC countries.

Shree Distributors

Storekeeper

Udupi, INDIA

Nov 2008 - Dec 2010

- Responsible in receiving & checking of received material its quantity and quality of item received as per the P.O.
- Make clear notes of the received item against each invoice.
- Arrange and segregate material in their corresponding location.
- Issue the material as per the request in issue slip and maintain the same record and update the same in the computer system by the end of each working day
- Maintain cleanliness of the warehouse.
- Review Physical inventories.

Awards

- Employee of the month October 2012
- Certificate of Excellence for the year 2013
- Employee of the month November 2014
- Certificate of Excellence April 2019

Personal Information

Date of Birth:18/09/1987

Nationality: Indian

Marital Status: Married

Passport Number: S3687243

Gender :Male