

FIDA HUSSAIN

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🏠: Al Khobar, Saudi Arabia

PROFESSIONAL SYNOPSIS

I'm hard working, result driven and cooperative, love to serve in a progressive organization offering Job satisfaction, challenging work environment and equality vast opportunities for career development based on achievement and performance.

PROFESSIONAL EXPERIENCE

LOGISTICS SUPERVISOR RIYADH

Riyadh Cables Group of Companies, (April 2019–March 2025)

- Utilized computer systems to track shipments from origin to destination and generate reports accordingly.
- Organized daily deliveries and pick-ups according to geographic area and delivery employee availability.
- Prioritized tasks and managed deadlines under strict time constraints.

STORE AND SALES COORDINATOR RIYADH

Riyadh Cables Group of Companies

- Processed and organized stock delivered to store, verifying correct order counts and products received before delivery sign-off.
- Facilitated effective communication between store team and management, ensuring smooth operations.
- Managed inventory levels, conducted stock checks, and placed orders to maintain optimal stock.
- Recorded and reported missing stock or lost inventory to managing directors.
- Coordinated daily store operations, enhancing workflow efficiency and team productivity.
- Identified and removed damaged items and coordinated returns processes to recapture lost value.
- Coordinated with IT support to resolve technical issues, minimizing downtime and operational disruptions.
- Organized stock areas and displays, facilitating product visibility with carefully labelled shelves providing access to goods.
- Source and purchase scrap metal from various sources.
- Sort and process the scrap metal to prepare it for resale.
- Identify and separate different types of metals to ensure their proper disposal.
- Negotiate prices with buyers to maximize profits.
- Maintain accurate records of inventory and sales.

- Supervised deployment of sales orders and stock control, tracking usage and detecting shrinkage.
- Conducted regular performance reviews with staff, identifying training needs and growth opportunities.
- Maintained a safe and clean store environment, adhering to health and safety regulations.
- I have experience creating a Purchase order, reservation and Production order and sales order, through SAP ERP system.
- Enhanced inventory accuracy and order fulfillment using SAP ERP system.

Worked as Floor salesman in SUZUKI MOTORS Pakistan (March 2018–February 2019)

Responsible for selling cars and their suitable spare parts as per

customer demands often work towards sales quotas, building

relationships with customers

Identifying and generating new leads through various methods, such as cold calling or referrals.

INTERNSHIP CO-ORDINATOR, Rawalpindi

Oil and Gas Company, January 2018–February 2018

- Streamlined daily operations and data management as an Internship Coordinator at an oil and gas firm in Pakistan, enhancing efficiency and productivity.
- Arranged and optimized document management
- Coordinated efficient daily operational tasks
- Streamlined data entry systems for accuracy
- Enhanced productivity through structured workflow

TRAININGS ATTENDED

- Situational operational & supervision Skills
- Operational Techniques & Skills
- Presentation Skills
- Customer Service Communication Skills
- Art of execution

QUALIFICATIONS

ASSOCIATE DEGREE IN MECHANICAL ENGINEERING

Swedish Institute of Technology, December 2017

TECHNICAL SKILLS:

SAP Hana 4 and Dynamic ERP

Inventory and supply chain management

Quality control check

Work prioritization

HARD WORKING

TEAM WORK

Supply chain understanding

Stock management

Microsoft office suite proficiency

Microsoft Excel proficiency

Team coordination

Data entry proficiency

PERSONAL DETAILS

- Date of Birth : 18 June 1996
- Present Address : Khobar, Dammam.
- Permanent Address : Rawalpindi, Punjab, Pakistan
- Nationality : Pakistani
- IQAMA No. : 2468120569
- Marital Status. : Single
- Visa Status :Transferable (**Immediately**)

