



MUHAMMAD AZAM SALEEM

Production/Store Supervisor

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📍 Al Aziziayah Dist. Jeddah, Saudi Arabia.

CAREER OBJECTIVE

Motivated and result-driven professional with a strong background in production management and store supervision, seeking a position as a **Production/Store Supervisor**. Aiming to utilize my skills in inventory control, team leadership, process improvement, and production planning to enhance operational efficiency and contribute to the overall success of the organization. Committed to maintaining quality standards, ensuring safety compliance, and fostering a productive work environment.

PROFILE SUMMARY

Dedicated and detail-oriented professional with over **8 years** of experience in production operations and store supervision, seeking a challenging position as a **Production/Store Supervisor**. Adept at managing production schedules, inventory control, team coordination, and quality assurance to ensure smooth workflow and timely delivery. Committed to optimizing productivity, reducing operational costs, and maintaining high standards of safety and efficiency. Looking to contribute my skills and leadership to a dynamic organization focused on growth and excellence.

PROFESSIONAL EXPERIENCE

Al Hamid Air Conditioning (Store Supervisor) – Jeddah Saudi Arabia

| 2015 – 2020| 5 Years Experiences

- ✓ Supervised day-to-day operations of the store and inventory for **HVAC** systems and spare parts.
- ✓ Managed material receiving, proper storage, and issuance based on production and site requirements.
- ✓ Maintained accurate stock records and conducted monthly physical inventory audits.
- ✓ Coordinated with procurement and project teams to ensure timely availability of materials.
- ✓ Implemented inventory control procedures to reduce overstock and minimize material wastage.
- ✓ Trained and led a team of storekeepers and helpers to ensure smooth warehouse operations.
- ✓ Ensured safety standards and cleanliness were consistently maintained in the storage area.

Professional Skills:

- ✓ Inventory & Warehouse Management
- ✓ Material Planning & Stock Control
- ✓ Team Supervision & Coordination
- ✓ ERP & Manual Inventory Systems
- ✓ Documentation & Reporting
- ✓ Communication & Time Management
- ✓ Knowledge of HVAC materials and spare parts

Achievements:

- ✓ Reduced material wastage by 20% through improved stock monitoring and control.
- ✓ Successfully implemented a barcode labeling system for faster item identification.
- ✓ Recognized by management for maintaining 100% stock accuracy during quarterly audits.

UAE GLASS DOOR LLC (Production/Store Supervisor) – Dubai, UAE

| 2021 – 2023 | 3 Year Experiences

As a Production/Store Supervisor at UAE GLASS DOOR LLC, I was responsible for overseeing both the production floor and the warehouse operations in a fast-paced aluminum manufacturing environment.

- ✓ Oversaw the receipt, storage, and issuance of raw materials, aluminum profiles, and finished goods.
- ✓ Supervised and coordinated daily production and store activities in an aluminum extrusion manufacturing unit.
- ✓ Managed production schedules to meet customer requirements and ensured timely material availability.
- ✓ Maintained accurate stock records, performed regular inventory checks, and reported shortages.
- ✓ Coordinated with procurement and sales teams to streamline supply chain and order fulfillment.
- ✓ Ensured compliance with workplace safety and quality control standards throughout the facility.
- ✓ Led and trained store and production staff to maintain smooth and efficient operations.

Achievements:

Reduced material wastage by up to 25% by implementing effective stock rotation and monitoring techniques.

Achieved 100% accuracy in stock audits consistently over multiple years.

Introduced barcode-based inventory management system, improving stock tracking efficiency by 30%.

Technical Skills

- Inventory Management Systems (Oracle, Microsoft Dynamics)
- Warehouse Management & Layout Optimization
- Barcode & RFID Scanning Technologies
- Material Handling Equipment Operation
- Production Planning & Scheduling Software
- MS Excel (Pivot Tables, VLOOKUP, Macros, Reporting)
- Stock Rotation Methods
- Purchase Order & Procurement Management
- Quality Control & Compliance Documentation
- ERP System Data Entry and Reporting
- Real-Time Inventory Tracking Systems

EDUCATION

Matric:	S.S.H.S SCHOOL, FAISALABAD	2005 - 2007
Intermediate:	(B.I.S.E.) FSC	2007 - 2009
Engineering:	Associate Engineering	2011 - 2014



COMPUTER SKILL

Operating Systems (Widow Installation and Troubleshooting)

Microsoft Office Suite | Data Entry & Typing

Google Workspace (Docs, Sheets, Slides, e-mail)

Reference

Reference will be furnished on demand.