



MD ARSHAD

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PRESENT WORKING IN: TECHNO RUBBER COMPANY- SAUDIA ARABIA - DAMMAM

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Aiming for career enrichment in the field of Stores Operations

CARRER OBJECTIVE

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals

PROFESSIONAL SUMMARY

- ❖ 8 Years of Work experience involving receipt of material, storage of material Retrieval of material, inventory management , Surplus management, Housekeeping& record maintenance.
- ❖ Handling / maintaining main stores & service stores.
- ❖ Arranging materials as per requirement preservation proper tagging of new received materials.
- ❖ Maintaining FIFO and vendor continuity
- ❖ Visual inspection, quantity and quality check with department personal ❖ Identifying hazardous materials and locating in designated safe place.
- ❖ Updating MSDS file for hazardous materials.
- ❖ Routine physical inventory count and maintaining min - max level of stock Inventory control including defining slow & non-moving items.
- ❖ Weekly procurement delivery report & store material status
- ❖ Daily & monthly report of consumable material status to planning department
- ❖ Maintaining box files and soft file folders, reports etc. For proper & accurate records ❖ Working knowledge of SAP MM, FOCUS, WMS ASRS, and MES& MS office.

STRENGTH

- ❖ Positive attitude, hardworking and ability to work under pressure
- ❖ Ability to reach goals
- ❖ Leadership quality

ACADEMICS

Examination	Year	Institution & Board/ University
B.Tech	2015	Shadan College of Engineering and Technology
Higher Secondary	2011	Narayana junior College
School Final	2009	Indo British High school

WORK EXPERIENCE

PRESENT WORKING IN TECHNO RUBBER COMPANY –DAMMAM-SAUDI ARABIA

Designation: IN CHARGE FOR STORES & DISPATCH

Duration: From Nov 2023 to Present

❖ **Roles & Responsibility of Stores & Dispatches**

- ❖ Replenishing stock inventories following established company guidelines.
- ❖ Managing the store layout
- ❖ Ensuring proper storage of goods following the First-In, First-Out (FIFO) method
- ❖ Cross-verifying the monthly report at the end of each month.
- ❖ Raw Material Entry in TALLY.
- ❖ Maintaining inventory level in stores
- ❖ Manage data for inventory
- ❖ Special focus on Housekeeping to optimize easy access
- ❖ Preparation of Commercial Invoice For Export containers
- ❖ Proper Dispatch against the sale order
- ❖ Zakat E-Invoice entry In Tally After dispatch of Export container
- ❖ GRN entry against the PO
- ❖ Dispatch related activity while be coordinated with sales coordinator for local orders
- ❖ Arrangement of trailers for local order from approval from management
- ❖ Dealing with Adco Accessories import
- ❖ Preparation of Re Export document for Adco accessories dispatch

Designation: Sr. Executive-Stores & Dispatch

Duration: From Aug 2022 to Oct 2023

❖ **Roles & Responsibility of Stores**

- ❖ Update RM inward register and feed RM receipt and issues in Focus
- ❖ Putting ID tags to RM stored in RMS
- ❖ Supervising of scrap & Returnable goods Loading
- ❖ Preparing Daily Rm stock statement
- ❖ Maintaining KANBAN system
- ❖ Issue of Rm to mixing Department as per FIFO
- ❖ Implementation and sustainability of 5s
- ❖ Supervising of workers while unloading, loading and issue of Rm
- ❖ Raw Material Entry in FOCUS
- ❖ MRN entry in FOCUS
- ❖ Reconciliation of Vendor Packing Material and returning back.
- ❖ Completing the Issues without delay with prioritization.
- ❖ Maintaining inventory level in stores
- ❖ Housekeeping Monitoring

❖ **Roles & Responsibility of Dispatches**

- ❖ Coordination and continuous follow up with HO for Purchase orders as per plant requirements.
- ❖ Generation of discrepancy reports and forwarding the same to user departments HO for getting replacement without any delay.
- ❖ Manage over all Depot activities. Coordinate with concerned internal departments to resolve any commercial issues in the order.
- ❖ Coordinate with Head Office Commercial Team
- ❖ Obtain approval from superior of physical order copy and Excel thereafter.
- ❖ Arranging Logistics Checking with minimum 3 transporters for rates and obtain approval from customer and finalize the transporter
- ❖ Any request from customer to delay delivery date is to be updated accordingly in PACT
- ❖ After dispatch of goods SMS/Email to be sent to all concerned like MD sir / RSM / Concerned Executive/Customer
- ❖ Updating order amendments and informing Production accordingly.
- ❖ Physical Balance verification and preparation of Stock Report on Monthly Basis and report to HO.
- ❖ Making Tax invoices and E-way bills
- ❖ Loading material as per FIFO basis.

- ❖ Marinating stock ledger as opening and closing stocks on daily basis and sending Email to HO as closing stock.
- ❖ As per closing Inventory Stock trucks has been placed by transporter.
- ❖ Verification of Gross weight & Net weight before invoicing.

MRF LIMITED

- ❖ **Designation: Stores Executive**
- ❖ **Duration : From Aug 2017 to Aug 2022**

- ❖ **Roles & Responsibility:**

- ❖ Reporting to the Accounts In charge.
- ❖ Raw material bill process.
- ❖ Reconciliation of Daily Raw material Report.
- ❖ Daily Inventory maintenance.
- ❖ Raw material inward & issue.
- ❖ GRN Preparation and Posting Material Issues.
- ❖ Reconciliation of Vendor Packing Material and returning back
- ❖ Housekeeping Monitoring
- ❖ Coordination with inter department for Timely release of RM
- ❖ Completing the Issues without delay with prioritization.

IT SKILLS

- ❖ Knowledge of Windows MS Word, MS Excel.
- ❖ Knowledge of Internet & E-Mail Operations
- ❖ SAP MM, FOCUS, TALLY
- ❖ Manufacturing Execution System (MES).
- ❖ Warehouse Management System (WMS ASRS)

PERSONAL INFORMATION

- ❖ **Date of Birth** : 30march 1993
- ❖ **Father's Name** : Md Ayub
- ❖ **Mother's Name** : Wheeda begum
- ❖ **Address** : 3-9-11/1/a Rahamthnagar sadasivpet
- ❖ **Marital Status** : Single
- ❖ **Nationality** : Indian
- ❖ **Hobbies** : Playing volleyball, football, Music.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: s a d a s i v p e t Date:

Yours faithfully
(MD ARSHAD)