

Mushtaq Ali Mohammed.

As a **Coordinator** field of
(Administration/ Warehousing /Supply chain/Support Services, Sales Support).



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RIYADH-KSA

OBJECTIVES.

Looking for a challenging position with a professional organization where my qualification & experience can be utilized and offer me a growth opportunity in the field of Administration/Document Controlling having a dynamic work environment. Also, desire to progress further in the same field and like to grow up with the organization and prove to be an asset for its effective functioning and be a team player for the achievement of organizational goals and success.

STRENGTHS.

Proven analytical skills, ability to work under critical situation, quick learner, and adaptive knowledge of programming concepts. Capability of multitasking & working with senior management team in day-to-day operations. Also capable of handling, manipulating & compilation of large-scale data. My experience proves to be my strength, confidence, ability to work hard, learn more strive for achievement and my never say die attitude with positive outlooks.

COMPUTER SKILLS.

MS-Office, MS-Access, PowerPoint, Visio, MS-Outlook, Internet Savvy & Electronic Data Processing. New user-friendly/developed software for Documentation / Accounting / Administration/Support Services can be handled very easily, as well as I was provided my ability logistics field. Familiar with As400, Oracle & ERP Software.

ACADEMIC QUALIFICATION.

- BACHELOR'S DEGREE WITH COMMERCE (KAKATIYA UNIVERSITY-INDIA)
- PG DCA (APTECH COMPUTER EDUCATION)
- DIPLOMA IN ARABIC HERITAGE AND CULTURE.

14, YEARS OF WORK EXPERIENCE IN KINGDOM OF SAUDI ARABIA.

NAME OF ORGANISATION	WORK EXPERIENCE	ROLE
DALLAH TRADING CO	SINCE 2018- (PRESENT)	SALES SUPPORT COORDINATOR
FETCHER-KSA	FEB-2017 TO OCT-2018	OPERATIONS COORDINATOR (WH)
SALE ADVANCE CO LTD	APR-2015 TO JAN-2017	DOCUMENT CONTROLLER
JARIR BOOKSTORE	MAY-2009 TO OCT-2014	INVENTORY CONTROLLER

1)	DALLAH TRADING CO. (DALLAH AL-BARAKA GROUP HOLDING)	PRESENT
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Dallah Al Baraka Group Holding. is the Sole Distributor of Trane air conditioning products in the Kingdom of Saudi Arabia for almost three decades now. Trane being one of the world's largest suppliers of comfort. System for the heating, ventilating, air conditioning and BUILDING MANAGEMENT / SYSTEM/CHILLER PLANT MANAGEMENT, industry has built a rich heritage of innovation, excellence, and advance technology. That has led to an unmatched depth of expertise and reputation for quality and reliability.

SALES SUPPORT COORDINATOR. (Responsibilities)

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Managing basic office administrative tasks including filing, printing, reporting, and emailing.
- Recording and processing all financial and accounting practices, including profit and loss reports.
- Working closely with accounting or financial professionals to manage client's records.
- Maintaining bookkeeping and office accounting needs.
- Collecting payments and updating accounts payable and receivable records
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assist with other accounting projects.
- Reviewed and processed invoices, sales tax, and purchase orders ensuring the accuracy of all data.
- Performed detailed cost analysis, managed accounts payable, and conducted weekly financial reports.
- Completed various ad-hoc projects, reconciled bank balances, and recorded general ledger entries.
- Maintained all accounting records and files, developed budget estimates and worked on professional financial forecasts.

2)	FETCHER KSA	FEB-2017 TO OCT-2018
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Fetchr US base, was born to disrupt the traditional supply chain model. Fetchr understands what it takes to succeed in the rapidly changing digital world we operate in today. That's why our positioning, predictive. and machine learning technologies are so uniquely equipped to meet the transport and shipping demands of the generations. Agility, flexibility, reliability, and service customization are part of the Fetchr DNA. Joining the Fetchr logistics family ensures a seamless brand experience throughout the customer journey. Your brand is our brand. Your customer is our customer. Fetchr has you covered for all of your domestic or cross border shipments. Pickup, delivery and return services. Fast, efficient and customer focused.

OPERATIONS COORDINATOR. (Responsibilities)

- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Overseeing the ordering and process.
- Overseeing arrival of shipments from different clients.
- Communicated with production department and drivers to ensure efficient scheduling for deliveries and pickups.
- Monitor and manage Inventory. Supervising Warehouse staff and daily activities.

- Developed weekly and daily work schedules for warehouse team.
- Coordinate and maintain fleets and equipment.
- Implement trackers in the work environment & following up on a daily basis to maintain smooth operations.
- Preparing all reports to highlight the operations flow, which helps management to make key decisions. Coaching staff well for smooth operations and better performance.
- Overseeing daily order fulfilment activities, including. Order processing, picking, packing, and shipping preparation.
- Direct Inbound & Outbound logistics operations.
- Overseeing arrival of stocks from different suppliers & maintaining their records.
- Ensuring stocks are adequate for all distribution channels and can cover direct demand from customers.
- Ensure all store request & transfers are chased to ensure timely delivery.
- Provide reporting to Warehouse Manager as and when requested.
- Monitor the usage consumables and ensure that the relevant communication occurs to ensure adequate stocks are maintained.
- Notify procurement of any additional requirements for consumables & supplies in a timely manner to ensure delivery schedules are managed.
- Provide Warehouse Management with end of day/shift handover information.

3)	SALE ADVANCE CO Dammam (STC-FIBER OPTICS-SHYBAH PLANT)	APR-2015 TO JAN-2017
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DOUMENT CONTROLLER. (Responsibilities)

- Preparation of Document Management Plan, Document numbering procedure, process Flows, Folder structure, Filing index, etc. and ensure its effective use to facilitate and support business objectives.
- Handling and created all Security files, Gate Passes, Annual leaves, Medical Reimbursement etc.
- Responsible for daily uploads of drawings and documents through Electronic Data Management System (EDMS).
- Prepare the various business Documents, Quotations and Reports.
- Other Documents –PSM, SSP(Safety Standard Procedure), Tie in packages, Training Manuals,
- Transmittals, Monthly Reports, Weekly Reports, Contract Documents, Spare Parts Packages, NPB/ PB(Non process/ Process Building) Documents by Each Discipline.
- Receiving all kind documents / drawings form contractors and onward forwarding as per distribution metric list to PMT / Client through transmittal and get their comments/ approval and send back to contractor.
- Maintain confidentiality around sensitive information and terms of agreement.
- Prepared employee timesheets and expense reports for contract employees.
- Arranging weekly/ monthly report from contractor and send the soft copies to internal management. including project manager and engineers.
- Keeping Project ITB documents in our Fireproof cabin (Master document room).
- Preparing Master Log for all documents (Excel / software) for the project.
- Preparing/ arranging QVD (quality verify documents).

- Responsible for preparing contractor checks as per purchase requisition and maintain into system accordingly.
- Receiving documents, drawings from affiliate/contractors, subcontractors and controlling the flow of received documents to all the departments.
- Short listing the projects based on time schedule and priority.
- Receiving and Managing As Built Documents (Electrical, Instruments, Mechanical, Process, P&ID'S,
- Maintenance of data on inter office memorandum / document transmittal between various departments of company.
- Compose letters and correspondence of various kinds.

4)	JARIR BOOKSTORE Riyadh	MAY-2009 TO OCT-2014
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JARIR BOOK STORE as Inventory Controller

Jarir Marketing Company is one the renowned organization in Middle East for its retail chain operations dealing with more than 50000 SKUs consisting of office supplies, school supplies, arts and engineering, Arabic books, English books, computers, and laptops.

INVENTORY CONTROLLER. (Responsibilities)

- Maintaining inventory control and quality standards by developing and implementing new ideas, procedures, and control systems.
- Having adequate knowledge of Supply Chain & Logistics activities.
- Coordinating with forklift operators to the upkeep of the warehouse is in perfect working order.
- Maintaining the Max-Min Stock Data for All materials.
- Coordinate with stores/showrooms to maintain stock accuracy.
- Being a key confident player for proper internal communication in the Department
- Prepare as an executive coordinator between branches within the kingdom & GCC countries.
- Supervising returns from branches.
- Updating the Special season sales orders.
- Conformation at the same time special orders for ARAMCO & other customers.
- Preparing monthly reports and checklists of orders that do not serve in the warehouse & pending documents through the system.
- Monitoring the showroom stocks based on same day updating of the orders.
- Updating item's locations in the system.
- Ensure all items are distributed with barcode.
- Checking & correcting wrong dispatches from the warehouse.
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- Updating item's locations in the system.
- Ensure all items are distributed with barcode.
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COMPUTER & TECHNICAL SKILLS.

- QuickBooks
- MS-Office
- MS-Outlook.
- Google Drive / Web Open Source.
- AS400/Oracle/ERP/and AutoCAD.

LANGUAGE SKILLS.

- English (Professional)
- Arabic (Bilingual)

COMMUNICATION SKILLS.

- Coordination
- Organization
- Presentation
- Responsiveness
- Scheduling.

*	PERSONAL PROFILE	*
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- **Name** : Mushtaq Ali Mohammed.
- **Father's Name** : Mohammed Mohsin Ali.
- **Marital Status** : Married.
- **VISA Status** : Transferable (valid)



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DECLARATION:

I hereby declare that the above-mentioned information is true to my knowledge and I bear complete responsibility for the correctness of the above-mentioned information.

Yours Sincerely
(Mushtaq Ali Mohammed)