



MUHAMMED KHAISE N

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WAREHOUSE OFFICER | LOGISTICS COORDINATOR

PROFILE SUMMARY

Logistics and supply chain professional with 4 years of experience in logistics operations, warehouse management, and procurement across multinational companies. Skilled in coordinating end-to-end logistics (import/export, inbound & outbound, last-mile), vendor negotiations, and cost optimization. Proficient in ERP systems, KPI tracking, and international shipping procedures. Adept at streamlining processes, enhancing inventory accuracy, and leading teams to deliver operational excellence.

AREAS OF EXPERTISE

Supply Chain Management | Warehouse Management | Logistics Operations | Inbound & Outbound Logistics | Transport Operations | Reverse Logistics | Fleet Management | Procurement & Purchasing | Inventory Management | Vendor / Contract Management | Import & Export Clearances | Cost Efficiency | Supplier Management | Forecasting & Replenishment | Recordkeeping & Documentation | KPI Reporting & Analysis | Client Relationship Management

WORK EXPERIENCE

Apr 2024 – Present: Four Winds Saudi Arabia Ltd. – Yanbu Branch | Move Coordinator

- Coordinated local, domestic, and international moves by aligning with internal teams and clients.
- Planned and coordinated delivery and receiving operations with 3PL providers.
- Managed export and import documentation and ensured compliance with local and international regulations.
- Handled procurement, petty cash, and ensured smooth daily office administrative operations.
- Lead and Supervised on-site staff to ensure efficient service delivery and operational quality.
- Maintained warehouse inventory records and monitored customer shipment storage.
- Liaise with freight forwarders and shipping lines to coordinate transportation and track shipments.
- Generated reports on import/export transactions to support operational analysis.
- Monitored end-to-end shipment movement and proactively communicated delivery status and timelines to internal stakeholders.
- Coordinated with warehouse teams for timely inbound and outbound goods movement.
- Arranged access permits for drivers entering secure client premises by managing gate pass approvals.
- Negotiated shipping rates and contract terms with freight forwarders and customs agents.
- Evaluated freight partners on cost, performance, and turnaround times.
- Tracked and analyzed logistics expenditures, supporting the finance team with monthly budgeting.
- Maintained accurate shipment documentation for audits and compliance.
- Ensure adherence to safety protocols and 5S methodology throughout the warehouse.

Dec 2022 – Mar 2024: Alshaya Group | Warehouse Administrator

- Oversaw attendance management, timesheet distribution, and fulfilled HR-related requirements for warehouse staff.
- Prepared and analyzed weekly and monthly KPI reports to evaluate warehouse performance and operational efficiency.
- Conducted Key Financial Reconciliation (KFR), identifying and resolving discrepancies to maintain accurate financial records.
- Updated accruals for Riyadh and Dammam warehouses, ensuring financial data integrity and compliance with reporting standards.
- Processed vendor invoices with precision, ensuring accurate and timely payments while proactively managing outstanding dues.
- Managed procurement and inventory of consumables, tracked deliveries, and ensured uninterrupted warehouse operations.

- Coordinated the recycling of scrap materials, generating invoices and maintaining compliance documentation.
- Handled both local and internal procurement activities, managed purchase orders, and oversaw petty cash usage to support daily warehouse functions.
- Monitored and controlled warehouse expenses to align with monthly KFR targets and optimize budget utilization.
- Processed and tracked trip allowances for drivers, ensuring compliance with schedules and company policy.

May 2022 – Nov 2022: Alshaya International Trading Company | Warehouse Associate

- Planned inbound shipment schedules with the shipping team for road freight and containers.
- Received and organized inbound shipments; verified and tagged inventory.
- Supervised vehicle loading and offloading activities, enforcing compliance with safety standards and operational procedures.
- Received, unpacked, and organized inbound shipments, ensuring correct placement and inventory tagging.
- Picked, packed, and prepared outbound orders with precision, meeting delivery timelines.
- Operated warehouse machinery, including forklifts and pallet jacks, in adherence to safety protocols.
- Managed stock rotation based on expiry dates to reduce product loss and maintain inventory quality.
- Maintained warehouse cleanliness and followed all safety and housekeeping standards.
- Collaborated with warehouse staff to meet daily productivity and efficiency goals.
- Assisted in improving warehouse processes, ERP implementation, reducing errors, and boosting accuracy.

INTERNSHIP

Sep 2021 – Dec 2021: Flipkart India | Team Lead

- Led a team of warehouse associates in a high-volume fulfillment center, ensuring timely and efficient order processing.
- Monitored team performance, established daily operational targets, and provided real-time coaching to enhance productivity and accuracy.
- Collaborated cross-functionally with other departments to resolve bottlenecks and streamline workflows for improved operational flow.
- Enforced compliance with safety standards and company policies, maintaining a secure and efficient work environment.
- Conducted regular team briefings to review performance metrics, address concerns, and boost team morale.
- Tracked & reported KPIs to management, offering actionable insights to drive process improvements and operational excellence.

EDUCATION

- MBA in Logistics and Supply Chain Management | UPES, India | 2021
- BBA in Aviation Management | Bharathiar University, India | 2019
- IATA Certified Customer Service Agent (CSA), India | 2019

PERSONAL SNIPPETS

Date of Birth: 11th May 1998 | Nationality: Indian | Passport Details: N9881750 (Issued at Trivandrum, India: Valid up to /18/07/2026) | Marital Status: Married | No. of Dependents: 0 | Driving License Details: KSA License (Issued at Riyadh, Valid up to 10/11/2032) | Languages: English, Hindi, Basic Arabic, Malayalam and Tamil | Permanent Address: Charuvila, Odayam, Varkala P.O., Trivandrum, Kerala, India | Present Address: YADD4367, Al Jamiyah 46429, Al Arabiyah, Yanbu, Saudi Arabia | Visa Details: IQAMA