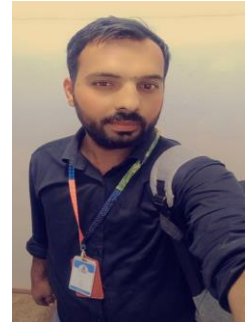


## **CURRICULUM VITE**

Muhammad Arslan

Email : lovehadi979@gmail.com

Mob: 966 581249036 (K S A)



Nine-year inventory controller and inventory manager experience

### **CAREER OBJECTIVE**

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Seeking for a position to utilize my skills and abilities in a progressive company that provides an environment for professional growth while being resourceful, innovate and flexible.

### **EDUCATIONAL QUALIFICATION**

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#### **Plus Two (science) 2002-2011**

Islamic Education school & College system, skt

#### **Software**

3ds Max, Photo shop)

### **TECHNICAL KNOWLWDGE**

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Operating system : Windows 7 & 8  
Office package : Microsoft Word, Excel, Power point &  
OutlookApplications: R12 (ERP) **ORACLE.**  
Applications : **NEBRAS**  
OutlookApplications : (ERP) DYNAMICS

## PERSONAL DETAILS

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Date of Birth : 30-01-1992  
Marital status : Married  
Religion : Islam  
Nationality : Pakistan  
Languages Known : English Arabic Urdu Handi  
Permanent Address : Dammam Saihat

## PASSPORT DETAILSSS

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Passport Number : DB3490963  
Date of Issue : 11-10-2021  
Date of Expiry : 10-10-2026  
Place of Issue : Pakistan  
Drawing licence : 2408133227

## PROFESSIONAL EXPERIENCE

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### **Mofarreh Marzouq Al Harbi & Partners Company K S A**

- Worked as a **Store Manager** (Inventory and logistics) (2015-2017)

### **POPULAR SPARE PARTS**

- Worked as a inventory Manager heavy machinery and transport inventory division in **Mofarreh Marzouq Al Harbi&Partners Company KSA** (NEOM) (From 2018 to 2023)
- Inventory Manager Gheena Contracting LTD Aramco vendor (2024) until

## **ROLES & RESPONSIBILITIES**

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- Develop and implement inventory management strategies: Create and execute plans to optimize inventory levels, minimize stockouts, and reduce carrying costs.
- Monitor inventory levels: Regularly review inventory levels to ensure they align with sales forecasts and customer demand.
- Forecast demand: Utilize historical data, market trends, and sales projections to estimate future demand and adjust inventory levels accordingly.
- Coordinate with suppliers: Collaborate with suppliers to ensure timely delivery of goods, resolve any issues related to orders, and maintain strong relationships.
- Manage stock replenishment: Determine reorder points, lead times, and safety stock levels to ensure uninterrupted supply and prevent stockouts.
- Conduct inventory audits: Perform regular physical counts and reconcile inventory records to identify discrepancies and implement corrective actions.
- Implement inventory control measures: Establish and enforce policies and procedures to prevent theft, damage, and obsolescence of inventory.
- Analyze inventory data: Utilize inventory management software and tools to analyze data and generate reports on inventory turnover, stock accuracy, and other key metrics.
- Optimize warehouse layout: Collaborate with warehouse staff to design efficient storage systems and layouts that maximize space utilization and facilitate easy access to inventory.
- Coordinate with cross-functional teams: Work closely with sales, operations, and finance teams to align inventory management strategies with overall business objectives.

- Identify cost-saving opportunities: Continuously seek ways to reduce inventory holding costs, improve order fulfillment efficiency, and optimize supply chain processes.
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### **Optimization of Inventory and Service levels**

Maintaining Min-Max levels of all materials and fine balance between Stock out and over stocking

### **Stock records**

Ensure all entries are made in the system with in stipulated time

### **Perpetual Audit & Physical Stock Taking**

Undertake perpetual audit of system stock and physical stock Monitoring periodical inventory audit

### **Co-ordination with purchase dept. and accounts dept.**

Ensure that all materials receipts shall have PO made

Check the items of PO with respect to prices, quantity and quality

### **Reduction of slow and nonmoving materials**

Take all necessary steps for reducing the slow moving and nonmoving materials and to make a proper plan for the same

## **DECLARATION**

I do hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief.

**Muhammad Arslan**