

MUHAMMAD SAIYAM AHMAD KHAN

WAREHOUSE ADMINISTRATION | INVENTORY CONTROLLER

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Results-oriented professional with 5+ years of experience in warehouse administration and logistics management. Expertise in inventory management, process optimization, logistics planning, and supply chain monitoring. Strong leadership, team collaboration, and report generation skills to drive operational efficiency.

EDUCATION

DOCTOR BHIM RAO AMBEDKAR UNIVERSITY-Bihar-India

BACHELOR'S DEGREE, BOTANY/PLANT 2010 – 2014

CERTIFICATES

- **Diploma in Computer Science** (National Institute of Computer Education-Mahnar-Bihar)
- **Warehouse Management** (Inventory, Stock and supply Chain- Alison)
- **Procurement and Logistics Certificate.** (Cornerstone On Demand Foundation)
- **The Fundamentals of Digital Marketing**(The Open University-Google Digital Unlocked)
- **Financial Management Essentials Certificate** (Disaster Ready)

WORK EXPERIENCE

WAREHOUSE ADMINISTRATOR

SHALFA INTERNATIONAL · Saudi Arabia -Mar 2019 - Present

<https://shalfa.sa>

KEY RESPONSIBILITIES:

- **Inventory Management:** Proficient in handling stock movement, from inbound receipt to outbound delivery, utilizing both physical and digital inventory management systems.
- **Logistics Coordination:** Expertise in coordinating with third-party logistics providers (3PL) for warehousing, transportation, and ensuring seamless delivery operations.
- **Documentation and Reporting:** Diligently manage administrative tasks including reporting, documentation, archiving, and preparation of various reports for management review.
- **Customer and Vendor Support:** Provide support to sales and service teams by facilitating customer and vendor creation forms, and ensuring timely delivery of goods.
- **Conflict Resolution:** Proactive in identifying and addressing operational challenges, working closely with team leaders to resolve issues and maintain smooth workflow.
- **Communication:** Skillfully communicate with internal teams, suppliers, and customers to ensure accurate information flow and timely resolution of queries.

- Financial Support: Collaborate with finance departments for closing monthly invoices, supporting payment collections, and maintaining records of proof of deliveries.
- Cold Chain Management: Lead the cold chain delivery process, ensuring the integrity of temperature-sensitive products during transportation, and managing related packaging materials.

ACHIEVEMENTS:

- Successfully optimized fleet dispatch operations across the Kingdom of Saudi Arabia, resulting in cost savings and improved delivery efficiency.
- Streamlined logistics activities and insurance processes, enhancing overall operational effectiveness.
Played a pivotal role in implementing and managing the cold chain delivery process, ensuring compliance with quality standards and regulations.
- Received recognition for outstanding performance in conflict resolution and communication, contributing to a harmonious work environment and improved team collaboration.

CORE SKILLS

- Good Team Skills: Ability to collaborate effectively with colleagues and work seamlessly in a team environment.
- Leadership: Strong leadership skills with a proven track record of guiding teams and driving results.
- Instruction Execution: Ability to fully carry out instructions accurately and efficiently.
- Temperament Management: Skilled in managing temperament and maintaining composure in high-pressure situations.
- Multitasking: Ability to multitask and prioritize effectively in a fast-paced environment.
- Manufacturing & Supply Chain Expertise: Extensive knowledge of manufacturing processes and supply chain operations, including logistics planning and supply chain monitoring.
- Analytical Skills: Proficient in analyzing information to make data-driven decisions and optimize processes.
- Report Generation: Experienced in generating detailed reports to track performance, assess risks, and improve logistics management.
- Logistics Management: Strong understanding of logistics management, ensuring the smooth flow of materials and goods throughout the supply chain.

MEASURABLE RESULTS

- Optimized Inventory Accuracy
- Process Streamlining
- Cost Reduction
- Improved Safety Compliance
- Enhanced Reporting & Communication

PERSONAL INFORMATION

Date Of Birth:	08-Nov-1992
Nationality:	Indian
Religion:	Islam
Passport Details	
Passport No:	P8943464
Date of Issue:	19-May-2017
Date Of Expire:	18-May-2027
Place of Issue:	Patna [Bihar- India]

DECLARATION

“I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.”

Mohammad Saiyam Ahmad Khan