

# NASEER KOLLANPARAMPIL BASHEER

WAREHOUSE AND INVENTORY COORDINATOR | PROCUREMENT AND SUBCONTRACTS COORDINATOR

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## PROFESSIONAL SUMMARY

Dynamic and results-oriented logistics and inventory management professional with 16 years of experience in optimizing supply chain processes, warehousing operations, and subcontracting services. Proficient in SAP MM and SAP PM, with a strong focus on implementing advanced inventory management systems to maintain optimal stock levels and reduce the risk of dead or slow-moving inventory.

Possessing a solid foundation in team management, I excel in leading diverse teams to achieve operational excellence and drive continuous improvement initiatives. My analytical mindset and technical understanding empower me to tackle complex challenges effectively while maintaining a proactive approach to problem-solving.

## WORK EXPERIENCE

### Warehouse interface Coordinator

August 2018 – February 2024

**NORTH OIL COMPANY, Qatar, Doha** (28/28 rotational position, Consultant of Team energy resources & SPIE)

- Managed and coordinated Maintenance material backload and sub-contracting processes.
- Acted as focal, in liaison with Warehouse personnel, to ensure continuous flow of materials / equipment for repair / refurbishment and return to stock / offshore.
- Liaise with Maintenance stakeholders to ensure effective and efficient management of materials. Created subcontract PR's / PO's and freight forward PR where required.
- Identifying material data and certificates in SAP, PALM & iView for all back loaded Lifting, Mechanical, Electrical & piping materials from offshore.
- Coordinating with 3rd party Quality Inspector for arranging certification/recertification and color code when required for all lifting equipment.
- Negotiating with the service vendor regarding the cost of equipment's refurbishment, calibration, and the material transportation cost prior to create service PR/ PO. Coordinate with TADM for review and approval of final repair proposal if required.
- Managed the key role of interface between the Warehouse and Maintenance Support / M&I stakeholders in relation to material management /movements between offshore and onshore.
- Created processes and procedures to support Maintenance material management and drive continuous improvement.
- Providing administrative support to onshore / offshore personnel regarding the movement of Maintenance related materials.
- Issuing regular Maintenance material status reports with KPI's and alerts.
- Contribute to Vendor performance evaluation by providing relevant statistics and addressing service vendor contract issues to contract engineers.
- Review and validate vendor invoices through Kofax workflow and coordinate with invoice processors and cost controllers.

- Coordinating with management and HSE team to arrange PTW for vendor to inspect the instruments at warehouse premises.
- Collaborated with suppliers, negotiating better rates and terms.

### **Warehouse In-charge**

**January 2016 – July 2018**

#### **BATTOYOR HOLDING COMPANY, Saudi Arabia, Dammam**

- Receiving finished products from the factory.
- Verifying the product with production release note and process GR.
- Coordinate with production and QI department for product related issues.
- Coordinate with production manager for special request products (SPR).
- Coordinate with customer service department for the stock & customer POs.
- Monitoring all branch warehouses stock level.
- Preparing products dispatch plan and creating Delivery Notes in SAP.
- Arranging transportation for outbound products to all branch warehouses.
- File all documents and distributing daily inbound outbound products reports.
- Managed and conducted monthly cycle count.
- Implemented a new tracking system, cutting errors.
- Achieved 98% accuracy in inventory counts through rigorous audits.
- Developed safety protocols, reducing workplace incidents.
- Optimized warehouse layout, increasing storage capacity.

### **Warehouse In-charge**

**September 2014 – August 2015**

#### **GULF HAULAGE HEAVY LIFT, Saudi Arabia, Dammam**

- Preparation of material control warehouse formats, planning of material receiving, issuing schedule, preparation of storage plan according to the material storage requirement, reporting daily, weekly activities to management.
- Monitor safe, appropriate and organized use of the warehouse space.
- Conducted annual inventory.
- Work with the procurement department to developing standards for warehouse stock and set stock re-order point and quantities to ensure adequate stock level and continually update warehouse stock database.

### **Material Controller**

**November 2011 – June 2013**

#### **VENTURE GULF ENGINEERING, Qatar, Doha**

- Arranging transportation for moving containers from different ports to warehouse.
- Preparing weekly job monitoring report.
- Tracking transit consignment by web.
- Accountable for preparing Manifest for dispatching materials to offshore and onshore.
- Allocated the responsibilities to the team members also ensured segregation of non-conforming materials and prepared OSD reports
- Review and follow-up of transit damage reports OS&D. NCR
- Coordinating with Shipping Coordinator to determine any special handling off-loading requirements for heavy lift materials.

- Supervision of the workers during operations in addition stocks and arranged and organized properly and in accordance with the instructions.
- Maintained all safety rules & regulations during unloading, loading, shifting, segregation proper storage of all foreign & local shipment incoming at Lay-Down Yard & Warehouse
- Supervising of material preservation and handling of hazardous or nonhazardous, and dangers goods with material data sheet (MSDS).
- Verified new materials through proper logistical documents and inspected materials visually & SAP entry Goods Receipt.

## **Material Controller**

**October 2007 – October 2011**

### **MOHAMMAD AL-MOJIL GROUP, Saudi Arabia, Dammam**

- Making materials GR, PR for purchase, PR for SERVICE as for repair and calibration in SAP.
- Managing warehouse operations based on FIFO method.
- Evaluation of excess and obsolete material and managing annual physical inventory.
- Maintaining / improving warehouse procedures.
- Monitoring the calibration schedule of instruments and gauges.
- Managing orders, receive, inspect and stores, equipment's, merchandize-, commodities, materials, and supplies.
- Assisting the warehouse and purchasing department in achieving the goals and objectives.
- Managing Material Storage method and Material tracking system (SAP MM).
- Prepared OSD reports (Overage, Shortage & Damage).
- Implementing Safety Requirements.
- Liaising with QC to ensure Quality Requirements is implemented in an expedient manner.
- In-charge of complete and full-fledged Documentation Management System. The documentation required to be managed by this system includes complete range of technical documentation like Reports, Calculations, Technical Specifications, Purchase requisitions generated from the Design / Construction phase, which are further utilized for As-built documentation / Final Hand-over Dossiers.
- Checking incoming welding consumables delivery note with Purchase order, Materials Lot number and certificates.
- Verifying new materials through proper logistical documents and inspecting those materials visually & SAP entry Goods Receipt.
- In-charge of storing, monitoring and dispatching consumables and tools for other branch warehouses.
- Verifying PCL and isometric drawings with client provided Picking list for issuing piping materials to fabrication shop.

## **Hardware Technician**

**December 2005 – June 2007**

### **RADIANT SYSTEMS, India, Thiruvananthapuram**

- Install, configure, and maintain computer hardware, including laptops, desktops, printers, and other peripherals.
- Perform regular updates and routine hardware maintenance.
- Analyze and repair hardware issues and system failures.
- Replace or upgrade obsolete or damaged hardware.
- Trained team members on hardware troubleshooting, improving efficiency.

- Collaborated with vendors to secure quality parts, ensuring reliability.

## EDUCATION

### BBA-Bachelor of Business Administration

Distance education,

### Diploma in Process Instrumentation

Mar Gregorios Institute of Electronic and Process Instruments, Thiruvalla, Kerala, India.

### Computer Hardware Maintenance and Networking

Government Polytechnic Vennikulam, Kerala, India.

### Plus Two, Accountancy and Auditing (Commerce)

Government V.H.S. School, Keezhvaipur, Kerala, India.

### SSLC 10th

N.S.S.H. S, Vaipur, Kerala, India.

## SKILLS

Inventory Management	Procurement & Subcontract	Planning and Organizing
Warehouse Management	Evaluating proposals	Team Management
SAP Material Management	Warehousing & Dispatch Functions	Records management
SAP Plant Maintenance	Shipment Coordination	Proficient in MS Office
Inventory Audit	Time Management	

## TRAINING AND CERTIFICATION

### T-BOSIET

OPITO

Mar 2013

### SAP Material Management

Global Coach IT Academy, Hyderabad

May 2024

### Inventory and Quality Management

CPD, Alison

Jan 2025

### Procurement and Contract Negotiation in Supply Chain

Udemy

Jan 2025

## AWARDS

### NAHR UMR AWARD

Innovation and Business Efficiency

NORTH OIL COMPANY QATAR

## LANGUAGES

Arabic

Hindi

English

Malayalam

## DRIVING LICENCE

Saudi Arabia - Light motor vehicles

India - Light motor vehicles

## PERSONAL INFORMATIONS

Birth Date	:	May 7, 1985
Marital Status	:	Married
Dependents	:	2 (Two)
Religion	:	Islam
Nationality	:	Indian
Passport No	:	X8957810
Visa status	:	Transferable IQAMA