**IMDAD ALI**

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Azziziya, distt. Jeddah

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## OBJECTIVE

I would like to move myself to a progressive and professionally managed company, in a competitive, challenging, and rewarding environment, where I can enhance my skills and strengths. A result-oriented professional, with 13 years' experience in multi-disciplinary areas, requiring different kinds of skills. Excellent command of systems computer and software like Excel, PowerPoint, and MS Word Outlook along with knowledge of (SAP ERP SYSTEM) Ability to handle work independently with the least supervision, able to maximize output in a given time efficiently. A professional with a proactive attitude, ownership-taking personality, always trying and implementing new better/effective ways, to minimize the inputs required for maximum output, flexible, adaptable, and always eager to accomplish demanding deadlines. Excellent Data handling, analyzing evaluating, and data presentation skills. Excellent communication skills, and presentation. Skilled in handling different kinds of work environments with adaptable behavior.

## PROFILE

A self-starter with a clear understanding of business needs, with well-developed problem-solving and analytical skills. Good Team player, capable and adaptive to new technologies. Inquisitive bent of mind.

## EXPERIENCE

### Zahid Tractor and Heavy Machinery Co. Ltd.

### Inventory Officer: Feb 2024 Present

Oversee inventory and supply chain management according to company guidelines Perform critical inventory tasks to ensure the correct amount of items/spare parts are in stock. Maintained updated and accurate records of inventory, including transfers and cycle counts. Responsible for calculating and evaluating minimum/maximum levels for products/items. Prepared reports and statistics regularly (IN/OUT status report, dead stock report etc.) Reviewed documentation and monitor product codes to search for discrepancies; troubleshoot quantity discrepancies between stock and records. Supervised the receipt, storage, retrieval, and timely delivery of goods. Load, unload, move, or store items according to operating procedures. Respond to maintenance material request and purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment. Tracked rates of accuracy, purchase and return as well as defective items to inform quality control Prepared, generated, and file financial inventory reports; review reports quarterly with management. Responsible for all Warehouse related transactions in Oracle fusion software, managed stock movements and ensure the integrity of inventory accuracy with the help of warehouse management systems (**WMS**) Prepared good received note and generated inventory request thru procurement, handled a full-fledged warehouse.

**FIRST FIX COMPANY**

**Inventory Coordinator: Dec 2021 to Feb 2024**

Keep track of MEP materials, tools, equipment, Auto Mechanical, and machinery (assets). Usable materials such as building, safety, electrical, plumbing, and stationery. Project-specific materials, chemicals, etc. Where the expiry date, applies and is released accordingly. Keep track of all orders received, issued, and pending receipts and keep. proper records. Update the stock bin card regularly. Take monthly physical stock of all the above materials mediate with computerized stock and report to the manager. Maintaining minimum and maximum levels for all types of stock items. Responsible for inventory accuracy adjustment, and overall usage. Check the transfer order and reservation to make the goods issue. Delivery notice and packing list are signed after checking all the above types. Maintain appropriate tags, labels, and other corresponding markings for ease of identification and traceability. Make sure the content is present and stacked in the recommended storage area. Collaborate and collaborate with the logistics department to determine effective ways to obtain materials (air, road or sea). And cooperate with suppliers and logistics. Department to ensure timely delivery of content on site. During material offloading, physical check with material unit number, module number, quantity received, features, and price match and take photos for overshot.

**HAMID SAMMAN TRADING AGENCY**

**Warehouse Supervisor: Aug 2013 to Feb 2021**

I have been worked in a Warehouse Supervisor post at **Hamid Samman Trading Agency**: Responsible for Warehouse and logistics Operations and daily supervision of warehouse activities that included shipping, receiving & and inventory management Responsible for developing, implementing, and reviewing operational policies and procedures Managed inbound activities related to the receipt and storage of goods, inventory management, warehouse productivity and client relations, and interaction with other departments. Responsible for examining and inspecting materials and equipment to discover defects and abnormalities Organizing, coordinating, and supervising all subordinate tasks to fit with the company's SOP Maintained shipping records to maintain a paper trail of shipments and shipping orders. Managed inventory quality and accuracy assurance program through quarterly cycle counts. Controlled budgets and costs to improve cost-effectiveness on the project Client and vendor Billing and other financial tasks completion as per defined process. Managing location for storage of all incoming spare parts, placing on shelves or in drawers, retrieving items for shipping, packaging, and preparing materials for shipment via various means. Managing all resources for warehouse & and transportation activity including staff, vehicles, equipment, and warehouse assets. Managing and controlling material flow and stock & and responsible for a massive widespread laydown area Safeguards warehouse operations and contents by establishing and monitoring security protocols. Generated, developed, and implemented the H.S.E. Plan (Health, Safety & Environment Plan), the Policy & Objective, and other project required Safety measures and control procedures. Requisitioning of materials and services for projects upon request of project engineers & and other staff members, designers, or construction manager Monitoring the performance of suppliers as per percentage for rejection, quality improvement rate, and timely delivery Responsible for all aspects of warehouse safety, hazardous material management, and safety training

**Hill Metals Est.**

**Assistant Store Manager: Nov 2010 to July 2013**

I have also experience in Saudi Arabia's Jeddah steel company of **Hill Metals Est**. as a Store Accountant. To check goods imported and exported from the company. To prepare Goods Received Notes, bill of material, etc. To check the quality of each and every good before delivered in store. To inspect the overall quality & and quantities of goods available in store. Preparing invoices on a daily & and monthly basis and submitting them to the accounts section for final settlement. I have excellent knowledge of mechanical parts, electrical parts, electrical cables, hydraulic parts, hydraulic pipes, fittings, tools, and heavy machinery spars.

**Al Qaseem Cement Factory**

**Storekeeper: Oct 2008 to Aug 2010**

I have been dealing as a consultant for providing spares and tools related to their respective projects. Also, been referred by **DESCON Saudi Ltd**. to provide spares and warehouse products. Enforcing obedience to safety regulations at the plant. Conducting weekly and monthly data purchased and sold to achieve objectives.

**Descon Engineering Company**

**Storekeeper: Apr 2007 to Sep 2008**

1-year experience at the DESCON Engineering Company in Pakistan as a storekeeper. To look after quality inspection before goods are delivered in-store. To prepare a bill of materials and submit it to higher authority for further final settlement.

**EDUCATION**

University of Sindh Jamshoro Hyderabad

**B.A 2005**

**VISIONTECH SYSTEMS TRAINING**

I have undergone training at VISIONTECH SYSTEMS, Hyderabad. During the training period from July 9, 2004, to August 5, 2005, I carried out the accounting, storekeeping, securing personal files, etc.

**Operating Systems:** window 7 XP, 2010, MS Office 2019 SAMAC ERP (**SAP ERP System**)

**SKILLS**

Store Management, inventory Management, Logistics, Audit, Tools & Assets Controlling

**Languages:**

Arabic, English, & Urdu

## KEY RESPONSIBILITIES

Handling/ Maintaining main stores and service stores. Arranging materials as per requirements, Preservation, and Proper tagging of new received. materials and updating location in the system. Visual inspection, quantity, and check with department personnel. Identifying hazardous materials and locating them in designated safe places. MSDS file for hazardous materials. Updating MSDS file for hazardous materials. Routine physical Inventory count and maintaining Min – Max level of Stock. Inventory Control including defining slow and Non-moving items. Weekly Procurement delivery report and store material status. Daily and monthly report of consumable materials status. Daily Monitoring of consumables and structural material. Procure quotes from buyers and various vendors. Raising IRR and Purchase Requisition. Assist Rig manager in order to maintain stock critical items. Maintaining box files and soft file folders, reports, etc. for proper and accurate records. Positively participating in the STOP card program, promoting safety with vital behavior.

### Logistic:

Follow–up orders with buyers and vendors for deliveries of materials. Coordinating with shipyard Campbell material personnel for handling hand-to-heavy materials and logistic support. Occasionally provides load delivery assistance upon location Manager directive when loads are difficult or oversized. Regularly empties trash receptacles and maintains a clean warehouse and yard. Safely operates banding equipment, saws, and other necessary facility equipment. Open communication with all levels regarding location challenges, solutions, and business impacts. Participates in and supports Inventory and Inventory Control activities, maintaining an organized warehouse and yard as well as counting and preparation work for inventories. Ensures staging areas, loading docks, and bays are clear of any materials, lumber, or obstacles. Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.

### Audit:

Identified and communicated accounting, finance, and auditing issues to executives, seniors, and finance managers. Organized and maintained financial records, tax preparation, and periodic inspection of accounting books and practices. Performed analytical procedures and analyses to detect unusual financial relationships. Carried out detailed financial audits, federal and state compliance audits, and agreed-upon procedures. Initiated management representation letter recommendations and drafted audit reports for management and executive reviews.

## PERSONAL DETAILS

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| Date of Birth: | March 12, 1985 |
| Marital Status: | Married |
| Nationality: | Pakistani |
| Religion: | Islam |
| Gender: | Male |
| Driving License: | Valid |
| Iqama Status: | Valid & Transferable |