



MUHAMMED SHEERAZ S/O GULAB HUSSAIN

WORK EXPERIENCE

Inventory Controller/Inventory Specialist

Mohammed Yousuf Naghi Motors Co., Sanabel Modern Motors (Chery)

[January 2021 – December 2021]

Responsibilities

- Developing part stockholding at a level to ensure first time picks availability of parts as per Chery guidelines i.e. 95%.
- Updating parts master file by entering consignment data in Auto line.
- Preparing ISO Initial Stock (parts) Order for all new vehicle models with the cooperation of parts manager.
- Placing monthly stock order to supplier on Chery Portal and following up on the order up till delivery.
- Following up with supplier for timely deliveries, release schedules & quality checks and payments.
- Preparing daily Stock reports to find out the stock Valuation of all parts.
- Monitoring continuously all factors effecting the operation and implementation corrective actions in a timely manner.
- Organizing part transfer on daily basis between the branches and communicating the received goods information to the concerned staff.

Inventory Controller/Inventory Analyst

Mohamed Yousuf Naghi Motors Co., Jaguar Land Rover

(November 2015–December 2020)

Responsibilities include task & project, related to the following:

- Developing part stockholding at a level to ensure first time picks availability of parts as per JLR guidelines i-e 95 %.
- Creating and establishing internal control system for over all parts department after approval of Higher Management.
- Monitoring continuously all factors effecting the operation and implementation corrective actions in a timely manner.
- Maintaining direct relationship with parts advisor and stock analyst in order to facilitate the achievement.
- Supervisions and coordination of all activities in parts stock keeping, as well as timely and efficient handling of orders.
- Ensuring efficient and timely operation including operating procedure, monthly stock order to Jaguar land Rover, Aging, stock check and stock controlling.
- Monitoring stock level to ensure minimum obsolete stock.
- Weekly stock replenishment to all kingdom wide branches, Riyadh, Khobar & Heraa.
- Plan the fulfillment of objectives on basis of budget, forecast, sale and inventory list and other parts of specific data.
- Following up with supplier for timely deliveries, release schedules & quality checks and payments.
- Developing and implementing purchase policies & process and managing all procurement activities according to the parts purchase orders.
- Efficiently heading sourcing activities and looking after budgeting, planning/ sourcing of material. Ensuring optimum utilization of materials, inventory control & maximum cost saving.
- Monitoring stock turn-over ratio, service objectives, stocking period, trend and risk of parts becoming obsolete with the objective to reach the degree of availability and turnover factor.
- Preparing ISO Initial Stock (parts) Order for all new vehicle models with the cooperation of parts manager.
- Updating parts master file by entering consignment data in Auto line.
- Organizing part transfer on daily basis between the branches and communicating the received goods information to the concerned staff.

CAREER OBJECTIVE

Seeking for a career with a future orientated organization, where I can apply and utilize my knowledge and skills. This will provide a platform for becoming a recognized professional and ultimately attaining prestige and pride for the organization and myself. I will try my level best to prove myself as asset to the prospective organization.

PERSONAL INFO:

DOB: Dec 22, 1985

Gender: Male

Nationality: Pakistani

Address: Al Mahjer District Jeddah, KSA

Mobile#: KSA +966 56 671 0199

Whatsapp: +92 325 983 9385

Email: msheeraz1985@gmail.com

WORK RELATED SKILLS

- Specialist for Chery & Nissan Electronic Parts Catalogue (EPC).
- Specialist for Chery International Online Ordering DBMS and in Autoline System.
- Specialist for Jaguar land Rover Electronic Parts Catalogue (EPC)
- Specialist for Jaguar land Rover online ordering RPOS (& in Auto line) for UK & DXB.
- Specialist in Accessory and lifestyle items.
- Specialist in all stock reports

COMPUTER SKILLS:

One year diploma in Information Technology From Hi-Tech College of Computer Sciences Mansehra.

1st Semester

Introduction to Information Technology, Office Automation and Internet, Data Structure and C Programming, Data Communication, Introduction to Operating System, Financial Accounting.

2nd Semester

Oracle-DBA, System Analysis and Design, Introduction to E-Commerce & Internet Programming, Visual Basic, Business Communication, Project.

COMPUTER SKILLS (CONT.):

Six month short computer course from Hi-Tech College of Computer Sciences Mansehra.

Operating System (Dos, Windows)
Ms. Word, Ms. Excel, Ms. Power Point, Ms. Access & Internet browsing Hardware (Installation, Troubleshooting, Replacement)

LANGUAUGES:

- English (Advanced)
- Arabic (Basic)
- Urdu (Native-Advance)
- Hindko (Native-Advance)

- Carrying out perpetual stock inventory on pre-assigned schedule provided by National Parts Manager and notifying discrepancies with providing explanations for the short & excess stock.
- Carrying out Annual inventory under the supervisions of external auditors & assisting parts Manager in preparing the discrepancy /stock adjustment reports for National Manager.

Project Accountant

Expertise (Pvt) Limited (Engineers, Constructors & Project Manager)

From July-2013 to August,

Job Responsibilities

- Handling mostly day-to-day transaction (Invoicing, reconciling banks statement, payroll) and enter data into the accounting system. (Quick book)
- Bookkeeping of site record and manual
- Ledgers checking (accounts and store record)
- Checking on all sites Petty Cash & making payment to Supplier/Contractor through cash or bank cheque.
- Conducted Internal audits of all sites store inventory.
- Preparation of Company's Final Accounts.
- Maintaining good Relations with all Banks
- Maintaining & Forwarding monthly performance report to higher authority, time to time.

INTERNSHIP EXPERIENCE

Faisal Latif & Company.

Chartered Accountant, Islamabad

Wah Nobel Group of Companies

- Audit of The Funds including;
- Workers Profit Participation Fund (WPPF)
- Provident Fund (PF)
- Gratuity & Pension Fund (G&PF)

CRISP NGO (USAID Program)

- Financial Audit for the Year 2011
- Appointed as External Auditors

EDUCATION

MBA	Master's in Business Administration
2009-11	Sarhad University of Science & Information Technology Peshawar, Pakistan
B.Com	Bachelor in Commerce
2005-08	Hazara University Mansehra, Pakistan
F.Sc (Pre Engineering)	Foundation in Science Certificate
2002-04	BISE Abbottabad, Pakistan
Metric	Secondary School Certificate
2000-02	BISE Abbottabad, Pakistan