

Mohammed Masihuddin

Warehouse/Administrative/Mgmt



Visa: Employment-Transferable

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**Objective:** Seeking Warehouse/Administrative/Mgmt. position that will enable me to challenge my skills and talents while making added contributions to company.

**Professional Summary:** Experienced in Managing Warehouse/Logistics Operations with demonstrated history of working in Consumer goods – Contract Logistics. A strong Pro-Active leader, Empowering staff to take Ownership, Providing practical examples of Operations, Training & mentoring to build cohesive team working together to achieve individual Targets and Company Objectives.

A visionary supply chain professional with 20 years of experience (CL + IT Coordinator) with excellent leadership and Communication skills. Active player in implementing Business process and Operational SOP's. Manage the In-Store Logistics operations for Consumer goods WH and ensure that all operational objectives/metrics are delivered taking into account quality, quantity and cost. A super-user in ERP & WMS also a good user in Microsoft Office. Business process study and integration to ERP and Payroll system.

Certifications / Diploma

- Lead Auditor ISO 9001: 2008
- Implementing Occupational Health & Safety at Workplace.
- Lead Auditor OHSAS 18001 : 2007
- HACCP
- GWP, QMS, Food Safety & Hygiene
- CAPA / DMAIC Awareness
- Safety & Environment Champion
- Internal Quality Auditing by FAHSS/TUV
- Diploma in Computer Hardware & Networking (Novell Netware)

Skills

Team Player, Analytical, Problem Solving, Clear and Meaningful Communication, Able to work in Multi-National Environment.

Software Skills / Exposure

Ms Windows, Ms Office, Payroll Mgmt, Orion(Oracle Based ERP), WMS (Infor 9 & 10), MFG Pro.

Languages Knows

English, Hindi, Urdu & Spoken Arabic

Age/DOB

47 Yrs / Nov 1974

Education	B.Sc (Major-Electronics)
Companies worked with : All in Saudi Arabia	Takhzeen Logistics, Dhl-Exel, Matar Ajab Group
Clients whom we served.	General Trading Company, Colgate-Palmolive, Mondelez Intl., Olayan Craft Food, Burger King, Costa Coffee, Nestle, Pure Food Company, Haagen Dazs, Green Giant, Fakieh Chicken, Sadia Chicken, IKAR, Mid Food, Arabian Healthcare.
Scope of Responsibilities, but not limited to :	<p>Implementing Health &amp; Safety procedures and standards. Comply legal regulations.</p> <p>Implement &amp; Oversee Operational Procedures. Plan, Initiate &amp; Implement SOP's if not in practice.</p> <p>Process workflow : Apply DMAIC if and when required.</p> <p>Orienting and Training Employees.</p> <p>Coordinate &amp; Oversee daily workflows between Client – Customer Service – Warehouse.</p> <p>Inventory control, Ensure Stock Accuracy &amp; Cycle count in place.</p>
	<p>Ensure that our Organisation is first choice for Staff and Clients.</p> <p>Ensure All required resources (People, MHE's &amp; Infrastructure) are good and in place.</p> <p>Review KPI's &amp; Incident logs.</p> <p>Ensure Monthly Operations Meeting in place and its action points implemented within agreed timeline.</p> <p>Coordinate with HR, Procurement &amp; Finance to make sure Operational requirements are in place at all times.</p> <p>Prepare Monthly &amp; yearly budget for Operations.</p> <p>Coordinate with Suppliers, Transporter, Civil works contractors.</p>

## Work Experience :-

Period	Company	Position & Responsibilities
June 2016- Apr 2018	TLC – Takhzeen Logistics Co.	<p>Operations Manager- Western Region</p> <ul style="list-style-type: none"> <li>• Having successfully and efficiently able to run the region through extensive knowledge of process Optimization, budget control and within Company Objectives &amp; ethics.</li> <li>• As an Operations Manager I was responsible to ensure that the Business in this region runs smoothly and continuously.</li> <li>• It was my responsibility to ensure that we achieve Company Objective of Satisfying customers and delivering the proper services within agreed time frame. Meeting and/or exceeding Customer expectations by achieving KPI's.</li> <li>• Introduction &amp; Implementation of SOP's and to streamline the Operational work instructions to Team.</li> <li>• Training on SOP's, Health &amp; Safety , Good warehousing practices, Staff Behavior &amp; discipline.</li> <li>• Optimizing the processes to save time and workmanship, also proper utilization of MHE's and Technology which finally helped to minimize the expenses and deliver better results.</li> <li>• Monthly / Yearly budgeting of all the sites in this region.</li> </ul>
June 2013 – May 2016	DHL- Exel  FMCG Jeddah	<p>Warehouse Manager :</p> <ul style="list-style-type: none"> <li>• Handled 3 sites in Jeddah with multiple customer Operations under dedicated charging mechanism.</li> <li>• Main Site covering Approx 26K Sq Mts geographical area which include the Yard + Racking Chambers of Ambient, Temp Controlled, Chilled &amp; Freezer areas for food storage. Second site of about 4K sq. mtr. full temp controlled chamber. Third separate freezer of 500 pallets.</li> <li>• Meeting and exceeding the customer expectations as per SLA.</li> <li>• Successfully shouldered and delivered all Operational responsibilities during tenure. Most tasks handled as controller too.</li> <li>• Currently Serving 3PL for 7 different clients as multi user facility.</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintaining above 95% Inbound / Outbound KPI's to achieve Company Objective.</li> <li>• Managing transport fleet of Dry + Reefer vehicles.</li> <li>• Coordination &amp; Training plan for staff in order to aware &amp; develop team on GWP, Hygiene, Hazards e.t.c under H &amp; S.</li> </ul>
Nov 2011 – May 2013	DHL- Exel FMCG Jeddah	<p>Warehouse Controller :</p> <ul style="list-style-type: none"> <li>• Successfully shouldered and delivered all Operational responsibilities during tenure, Filled the gap of absence of WH and or Operations Manager.</li> <li>• Site covering Approx 26K Sq Mts geographical area which includes Yard + Racking Chambers.</li> <li>• Controlling inbound/Outbound Operation to meet on time receiving and dispatches.</li> <li>• Make sure to control Inventory accuracy through cycle counts on SKU/Expiry/Location level.</li> <li>• Controlling the planning and managing fleet of contractor vehicles.</li> <li>• H &amp; S standards are followed at all times.</li> <li>• Coordinated and implemented the new WMS infor 9.</li> </ul>
Jan 2009 – Oct 2011	DHL – Exel Head Office	<p>Inventory Controller (Kingdom) :</p> <p>Managing team of 12 staff Kingdom wide having 4 Supervisors and 8 PI Cycle Counters.</p> <ul style="list-style-type: none"> <li>• Worked on DMAIC principle for implementation and control for stock accuracy by measuring SKU, Qty with Expiry &amp; Location accuracy.</li> <li>• Scheduling PI Cycle counts, based on ABC analysis / storer.</li> <li>• Weekly / Monthly reconciliation between WMS and Client ERP.</li> <li>• Working with client to resolve discrepancies through system checks for Inbound / Outbound transactions.</li> <li>• Controlling Minimum / Maximum stock level as per ABC analysis, to control the stock per storer.</li> <li>• Implementation of Fixed picks phases and replenishments for maximum productivity / man hour.</li> <li>• Conducting Mini inventories within Organization level.</li> <li>• Communicating and conducting Annual stock counts with customers. (Storer clients).</li> <li>• Implementing H &amp; S std. at work place.</li> <li>•</li> </ul>

Dec 1997 – Jun 2008	Matar Ajab Group.	IT Administrator / ERP Coordinator : <ul style="list-style-type: none"> <li>• Management of IT infrastructure for 3 companies under Matar Ajab group.</li> <li>• Managing functional side of ERP (Oracle Based).</li> <li>• Under gone full cycle of implementation of ERP with Modules :- Financial, Procurement, Inventory, Sales &amp; Manufacturing.</li> <li>• Undergone and implemented full Payroll system in Orion (Oracle Based).</li> <li>• Implementation of ERP &amp; Payroll project, from Business process study upto customization and successful running of real time Operation.</li> <li>• Setup and Managed Server and Remote client access to Database through Citrix Metaframe.</li> <li>• Plan &amp; Purchase of systems and peripheral devices as per real need and reliable cost effective solution.</li> </ul>
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Regards,  
Mohammed Masihuddin

Preferable Contact

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