



MOHAMMED ADNAN

Inventory Operations Specialist

More than 7+ years of experience as a professional organized logistics operations coordinator, dedicated and accomplished administrator in inventory management, finalising discrepancy reports, arranging transportations and deliveries, handling stock flow, working with LPO/FPO, dealing with invoicing and physical quality check and excellence throughout organizational functions. Maintains effective flow of communication between customers, teams and senior leaders, proven track record of optimizing documentation processes, product management and ensuring compliance with workshop and warehouse standards as well as significant improvements to inventory management, internal systems, and team productivity. Seeking a more challenging position within an organization that allows for further career advancement.

Contact

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Address : Mysore, Karnataka, India.

Education

Bachelor of Computer Applications (BCA)
University Of Mysore (2015 - 2019)

Skills

- SAP
- KPIs
- HAIMS
- MS Office
- Invoicing
- Data Analysis
- Quality Control
- Inventory audits
- Freight Forwarding
- FLEET Management
- Warehouse systems
- Logistics management
- Data Loader & Macros
- Stock-flow management
- ERP and CRM Executive
- Oracle Cloud OTM & PTM
- Supply chain management
- CRM Software proficiency
- Cross-functional leadership

Professional Experience

• WAREHOUSE SUPERVISOR (June 2021 - Till Date) JUMA AL-MAJID - GENAVCO ISUZU | Dubai, UAE

- Managed a team of 22 warehouse associates, providing leadership and guidance to ensure smooth operations and high productivity.
- Coordinated sales activities, including processing orders, managing customer inquiries, and ensuring timely delivery.
- Generated accurate invoices using [invoicing software/system], calculated prices, and maintained proper documentation.
- Collaborated with the sales team to provide support and ensure sales targets were met.
- Communicated with customers, sales representatives, and internal departments to streamline sales processes.
- Co-ordinate with other Branches of company in UAE to check availability of item/parts /machine that can be delivered to customer at earliest.
- Monthly Inventory checking for Random stock and report to manager and stock control department.
- Report in case of any incidents to property/ asset damages to reporting manager.
- Receiving machinery and parts from foreign supplier and Local supplier against FPO, LPO & CASH purchase and Timely preparing Physical.
- Inspection of machine/equipment/ parts and posting in system on time using Oracle Application.
- Prepare delivery documents as per requirement and follow up with delivery personnel for timely delivery of order.
- During periodic Internal auditing - assist / provide all documents requested and help in giving timely reports to management
- Assist company auditors when requested on matters related to parts and Machinery in store/warehouse.
- Minimized late deliveries by coordinating and controlling haulage movements.
- Preparing Claim report for Damage / Shortage for machine and parts up on Physical inspection against purchase order.

- Maintain daily reports from parts/machinery, check for any abnormal delivery date. Overseeing receiving, warehousing, and distribution operations.
- Maintaining awareness and knowledge of the condition and location of fleet vehicles. Assisting where Delivery is Required.
- Implement monthly stock reconciliation processes to ensure accuracy and identify discrepancies.

SALES SUPERVISOR (Feb 2017 - Jan 2021)

Kriya NextWealth Pvt Ltd - - PROCESS - ZEST MONEY | MYSORE, INDIA

- Led a team of 15 sales agents, providing guidance, coaching, and training to enhance their sales skills and performance.
- Developed and implemented sales strategies, resulting in a 10% increase in monthly revenue.
- Monitored individual and team performance, provided regular feedback, and implementing performance improvement plans to drive sales effectiveness.
- Fostered a collaborative team environment, encouraging open communication, knowledge sharing, and cross-functional collaboration.
- Helps customers how to pay with ZestMoney and build customer confidence, offering suggestions and opinions.
- Maintaining documentation and keeping accurate records of sales activities, Understand major market trends.
- Implement unique prospective to reaching out new potential clients for increasing sales and follow up on previous sales calls.
- Managed over 50 customer calls per day', & "Increased sales by 20%".
- Keeps client informed by notifying them of preferred customer sales and future merchandise of potential interest.
- Responsible for ensuring proper coordination for delivery of vehicle/equipment.
- Follow-up on Parts back-orders so that customers receive timely information on status of back-ordered Parts and ensure that such parts are delivered to customer on promised date.

Awards and Appreciations

- AWS Course Completion Certificate.
- Volunteer, Expo 2020,DUBAI.
- 7 Raising Star Award's for the Best Performer of the Month in 2020 Kriya IT Pvt Ltd.
- 6 Top Gun Award's for the Best Performer of the Month in 2019 Kriya IT Pvt Ltd.
- Volunteer in 103rd Indian Science Congress held at Mysore in 2016.

Personal Details

- Nationality : Indian
- Date of Birth : 06 / 01 / 1997
- Marital Status : Single
- Visa Status : Employment Visa
- Gender : Male
- Languages Known : English, Hindi, Urdu, Kannada

Declaration

I hereby declare that the details provided are true to the best of my knowledge.

-- **Mohammed Adnan**