



## **MOHAMED ISHAK MOHAMED ASWAR**

**Almarai Staff Number -124621**

**Mobile: +971558953998**

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**MOHAMED ASWAR** has experiences in the fields of Sales, Production, Marketing Consultancy, Logistics and Supply Chain management in a supervisory level of roles.

Further He has performed the Seniority roles in the fields of Procurement controls, Quality controls, Stock management controls. Specifically, he has 7 years of experience in Almarai Company KSA. 4 years of Experience in European and Asian countries.

With his valuable 11 years experiences, he would manage more than 30 nationalities and would speak and understand more than 6 languages. He has been awarded from ALMARAI Company 3 times (You Made Difference Award) and promoted 4 times. He is energetically dedicated person for his duties and responsibilities on behalf of the organization and He always returns to the organization more than 100 times of what organizations give him.

### **SKILLS**

- Immediate problem solver
- Sudden decision Effectively
- Master scheduling
- Continuous improvement processes
- Optimizing production output
- Resource Allocation
- Market Analyzing
- Sales Promoter
- Inventory coordination
- Knowledgeable of quality control standards
- Following of 5S methodology

### **EXPERIENCES**

**(01) Sales Supervisor, Procurement and Production Manager / JAAK private limited company - Trincomalee, Sri Lanka 11/2021 - 05/2023**

- Managed materials to meet production goals and specific customer demands.
- Monitored equipment, checked supplies and coordinated manpower to meet expected demand.
- Promoted employee safety awareness based on understanding of regulatory mandates.
- Reviewed production orders, schedules, delivery dates and inventory levels to determine product availability.
- Oversaw inventory and physical counts and performed periodic cycle counts to verify outgoing orders. Prevented and resolved customer issues regarding production through planning.
- Managed daily order backlog through key metrics monitoring for on-time delivery and Supported audit reviews and initiated corrective actions, Scheduled staff work assignments, rotations and overtime.

**(02) Senior Sales and Distribution Logistics Controller / ALMARAI  
COMPANY - Riyadh, Saudi Arabia 05/2016 - 08/2020**

- Allocations of goods to Dairy, Bakery, IPNC and Poultry Sales Routes.
- Handling the main Regional Stock movements in CKSA
- Evaluated incoming pick-up and delivery requests to determine driver assignments.
- Collaboration with CPP, Regional depots and other entities to coordinate physical movement of products between internal sites.
- Liaised with internal and external customers to drive timely delivery of goods and orders.
- Planned workflow, coordinated employee scheduling and assigned duties. Held staff meetings to share project information and address specific issues. Estimated project materials, time and staffing requirements based on work orders and job specifications. Scheduled materials shipments and transportation for on-time delivery, reducing delays.
- Relayed information between drivers and recipients regarding ETA and potential delays.

**(03) Stock Controller / Almarai Company - Riyadh, Saudi Arabia 05/2015 - 05/2016**

- Control of stock movement within the outbound stores.
- Allocation of work to pickers and loaders.
- Ensure all quality and Health and Safety requirements are met in accordance with company policies.
- Ensure all stock is Cycle Counted and Year End inventory is accomplished according to company procedures.
- Reconciled daily transactions, balanced cash.
- Handled customer service complaints with utmost professionalism and knowledgeable responses to maintain trust and company loyalty.
- Communicated frequently with dispatch to relay route changes and delays impacting customer delivery timetables.

**(04) Salesman / Almarai Company - Riyadh, Saudi Arabia 05/2014 - 05/2015**

- *Developing Customer relationship through timely, adequate and courteous service and resolving customer complaints with the help of my sales Supervisor. Maximizing product sell out by making use of available merchandising resources and by applying recommended Almarai merchandising practices and standards.*

**LANGUAGES**

- **English:** C1 Advanced \***Tamil:** C2 Proficient \***Sinhala:** A2 Elementary
- **Arabic:** A2 Elementary \***Hindi:** A2 Elementary \***Turkish:** A2 Elementary

**(05) Accounting Assistant / Manaf Construction - Trincomalee, Sri Lanka**  
**07/2012 - 08/2013**

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Assisted internal accounting team in checking financial statements for accuracy to produce reports.
- Received payments from customers via cash, check and credit cards to pay company invoices.
- Coordinated timely payments from vendors, clients and account holders.

**EDUCATION AND TRAINING**

- **READING MBA PROGRAM 2023/09**
- ***Bachelor of Arts:*** English Language and Literature  
06/2019 Santander University – Panama
- **Diploma in European Cultures and Language**  
2022/07 Azerbaijan University of Oil and States
- ***High National Diploma:*** 09/2010 Association of Accounting Technicians of Sri Lanka
  - **High National Diploma in Business law and management**
  - **High National Diploma in Business mathematics**
  - **High National Diploma in information technology**
  - **High National Diploma in Economics**
  - **High National Diploma in Accounting and finance**

ID NO: 74814834, 14847507 (2007, 2011) Ordinary Level Exam		GRADE
01	HEALTH SCIENCE	A
02	ENGLISH	B
03	TAMIL	B
04	COMMERCE	C
05	TAMIL LITERATURE	C
06	ISLAM	C
07	SCIENCE	S
08	MATHS	S
09	SOCIAL STUDIES	S
10	GEOGRAPHY	S

**Advanced Level General Examination**

SUBJECT ID NO: 9636030 (2013)		GRADE
01	GENERAL ENGLISH	C
02	ECONOMIC	S
03	ACCOUNTING	C
04	BUSINESS STUDIES	S
05	COMMON GT	45

**Nonrelated Referees**

**Mr. Aneesh Kumar**  
Regional logistics Supervisor  
Almarai Company Saudi Arabia  
Mobile No: +966534976695

**Mr. Zuhair Ali**  
Administrative Officer  
Riyadh Embassy  
Mobile No: +94778191787

***I do hear by declare that the above  
furnished by me are true and correct to  
best of my knowledge.***