

# MOHAMMED SAEED

Warehouse Assistant / Logistics Coordinator

## PROFILE SUMMARY

Results-driven Warehouse Assistant with extensive experience in inventory and order management. Seeking to utilize my warehouse expertise and passion for logistics to enhance supply chain efficiencies. Committed to maintaining precision, safety, and fostering teamwork.

## WORK EXPERIENCE

Warehouse Assistant

Kerala, India

MSURE Staffing Solutions (Hindustan Pharma Distributors)

Jan 2023 – Aug 2023

### Duties & Responsibilities:

- Received, inspected, and efficiently stored incoming merchandise, monitoring inventory levels through a Warehouse Management System (WMS).
- Maintained a meticulously organized warehouse by arranging items, optimizing storage space, and labeling shelves.
- Ensured product quality through regular quality checks, promptly reporting any issues to the supervisor.
- Coordinated with warehouse personnel and supervisors to streamline workflow, enhancing overall efficiency.
- Addressed customer inquiries, resolved issues, and aided with product inquiries when necessary.
- Verified shipment accuracy, conducted inspections for damage, and reconciled discrepancies with vendors.

## EDUCATION

Diploma in Logistics and Operational Supply Chain Management

University of Petroleum and Energy Studies, SCM HUB

Kerala, India

2021 – 2022

Bachelor of Commerce with Computer Applications

University Of Kerala

Kerala, India

2018 – 2021

## CERTIFICATIONS

- SAP in Material Management
- Certificate in Microsoft Specialist Associate

## **SOFTWARE PROFICIENCY**

- MS Office: Word | Excel | PowerPoint
- Tally

## **KEY SKILLS**

- Supply Chain Planning
- Inventory Management
- Quality Control
- Data Analysis
- Communication

## **PERSONAL DETAILS**

**Nationality:** Indian

**Gender:** Male

**Date of Birth:** 19-02-2000

**Marital Status:** Single

## **CONTACT INFORMATION**

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