

MUHAMMAD HAMMAD AKRAM

Supply Chain Officer

Dubai – U.A.E

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UAE- VISIT VISA



SUMMARY

Detail-oriented and results-driven Supply Chain Officer with four years of experience in inventory management within the healthcare industry. Proven track record of efficiently maintaining stock, optimizing inventory levels, and implementing effective inventory control procedures. Adept at vendor management, internal auditing, strong analytical skills combined with excellent communication and leadership abilities.

SKILLS

- Inventory Management
- Stock Reconciliation
- Inventory Turnover Ratio
- Auditing and Compliance
- Purchase order & Invoicing
- Vendor Management
- Supply Chain Management
- Records management
- Goods Receipt Note (GRN)
- Microsoft Excel (v-lookups, pivot tables etc)
- Inventory Software (IMS, Back Office, HIMS, Oracle)
- Forklift handling

Professional Experience

Supply Chain Officer

Hameed Latif Group Lahore

[2022] - [2024]

Job Description:

- Lead and manage inventory management operations, receipt, storage, and issuance of supplies and equipment.
- Develop and implement inventory control measures to optimize stock levels, minimize stock outs, and reduce carrying costs.
- Analyze inventory data to identify trends, forecast demand, and make informed purchasing decisions.
- Monitor stock movement and conduct regular stock counts to reconcile discrepancies.
- Conduct regular internal audits to ensure the accuracy and integrity of inventory records, identifying discrepancies and implementing corrective actions as necessary.
- Collaborate with cross-functional teams to streamline inventory-related processes and improve overall operational efficiency.
- Generate purchase requisitions based on par-level analysis, ensuring adequate stock levels to meet operational requirements while minimizing inventory holding costs.
- Train and supervise inventory staff, providing guidance and support to ensure compliance with inventory management policies and procedures.
- Responsible for overseeing, managing the organization's inventory levels and collaborates with other departments to meet inventory needs and contribute to optimizing stock levels
- Responsible for signing off shipments, counting the number of available products and placing orders for more inventory according to demand
- Responsible for tracking current production levels and recording purchases and products in a warehouse

Inventory Officer

Fatima Memorial System Lahore

[2020] - [2022]

Job Description

- Develop and implement efficient warehouse layout and storage systems to maximize space utilization and minimize handling costs.
- Coordinate with Inventory Supervisor and Warehouse team related to Inventory
- Manage large amount of inbound /outbound Inventory

- Monitoring stock level in the store and physical stock checking
- Assist to inspect the physical condition of warehouse and equipment if required
- Compliance with safety and quality related to store activities
- Implement inventory control measures to prevent theft, damage, and spoilage of goods.
- Collaborate with procurement and logistics teams to streamline material flow and minimize lead times.
- Coordinate with medical staff to ensure adequate stock levels to meet patient care needs.
- Monitor expiration dates and ensure proper storage of perishable medical supplies.

EDUCATION

Master of Business Administration(MBA)

NCBA&E National College of Business Administration and Economics

Bachelors of Business Administration (BBA)

Islamia University Bahawalpur

REFERENCE

Will provide on demand