

Muhammad Awais Saleem (Inventory Controller / Warehouse / Procurement)

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CAREER OBJECTIVE

Detail-oriented Automotive Engineering graduate with experience in warehouse management, supply chain, and procurement. Proven track record in inventory control, material management, and ensuring compliance with safety protocols and company regulations. Looking to leverage my expertise in a challenging role to further contribute to organizational success.

EDUCATION

University of Engineering & Technology, Lahore

Bachelor's in Automotive Engineering

Oct 2018 – May 2022

PROFESSIONAL EXPERIENCES

Toyota Gateway Motors

Warehouse In Charge

June 2023 – May 2024

- Oversee day-to-day warehouse operations, including receiving, storage, and dispatch of goods.
- Monitor and manage inventory levels to avoid shortages or excesses and maintain accurate records of inventory and purchases.
- Maintained accurate records of stock movement on the database, conducted regular inventory audits and generate comprehensive reports for management review.
- Implement inventory management best practices to minimize stock discrepancies and improve efficiency.
- Collaborate with other departments to forecast demand and plan inventory levels accordingly.
- Ensured compliance with company policies, safety protocols, and warehouse procedures, contributing to a safe and organized working environment.
- Implemented and maintained 5S principles to ensure a clean, organized, and efficient workspace.

Job Skills:

Warehouse Management · Inventory Control · Data Management · Material Handling · Team Leadership · Safety Compliance · Technical Knowledge · Time Management · Problem-Solving · Analytical Thinking

Faisal Movers

Procurement Executive

June 2022 – May 2023

- Coordinate with suppliers to ensure the timely and cost-effective procurement of materials. Establish and maintain relationships with reliable suppliers.
- Utilize extensive knowledge of engine cataloging to accurately classify and catalog engine parts, facilitating efficient inventory management and streamlined procurement processes.
- Managed procurement processes and supplier relationships to ensure timely and cost-effective acquisition of materials and services.
- Collaborated with cross-functional teams to forecast demand and develop procurement plans aligned with business objectives.
- Implemented inventory control strategies, optimizing stock levels and reducing carrying costs.
- Conducted supplier evaluations and negotiations to secure favourable terms and agreements.

Job Skills:

Negotiation Skills · Supplier Management · Strategic Thinking · Financial Acumen · Technology Proficiency · Risk Management · Problem-solving Abilities · Procurement · Automotive Troubleshooting

Intern Engineer

Pakistan Railway

Aug 2021 – Sep 2021

- Collaborated with a team of engineers to assist in the maintenance and repair of locomotives and railway equipment.
- Conducted Inspections and diagnostics to identify and resolve mechanical issues, ensuring the safe operation of railway systems.

- Assisted in the development and implementation of preventive maintenance schedules to minimize downtime and improve efficiency.
- Gained valuable knowledge of railway safety protocols and regulations.

Job Skills:

Mechanical Engineering Fundamentals · Maintenance and Repair Skills · Safety and Regulatory Compliance · Teamwork and Collaboration · Problem-Solving Abilities · Data Analysis and Interpretation

ENGINEERING PROJECTS

Self-Inflation Tires System

Project Leader

May 2021 – May 2022

- Developed a working prototype of a Self-Inflation Tires (SIT) system as the final year project.
- Designed the SIT system to automatically adjust tire pressure based on road conditions, enhancing vehicle safety and performance.
- Conducted extensive research on tire pressure management algorithms and sensor integration.
- Successfully tested the prototype in real-world scenarios, demonstrating its effectiveness in improving vehicle handling and fuel efficiency.

Wooden Bridge

Project Leader

March 2019 - July 2019

- Led a team in designing and constructing a wooden bridge as a semester project.
- Utilized engineering principles to design a structurally sound and aesthetically pleasing bridge.
- Oversaw the fabrication and assembly of the bridge components, ensuring precision and safety.
- Conducted load testing to validate the bridge's structural integrity, meeting all safety standards.

CO-CURRICULAR ACTIVITIES

Football

- Organized and managed football tournaments within the university, highlighting exceptional leadership and teamwork abilities, fostering a sense of sportsmanship and unity.
- Led the team to victory in multiple tournaments, showcasing strong leadership and teamwork abilities.

Society of Automotive Engineering

- Organized and participated in various automotive-related events, workshops, and competitions.
- Collaborated with team members to design and build innovative automotive projects.

UET Media Society

- Assisted in media production, including photography and videography, for various university events and campaigns.
- Gained exposure to multimedia production and editing techniques.

UET Tribune

- Wrote articles and reports on engineering-related topics, demonstrating effective communication and writing skills.
- Engaged in team discussions to brainstorm ideas and improve the quality of content.

ADDITIONAL SKILLS

- Attention to detail and accuracy in record-keeping
- Proficient in Inventory Management Software
- 5S and Six Sigma Methodologies
- Expert in Microsoft Office (Excel, Word and PowerPoint)
- Project management and coordination
- Strong interpersonal and communication skills
- Technical documentation and reporting
- Problem-solving and analytical skills

HOBBIES

Football, Book Reading & Watching Movies