

MOHAMMAD NASEEM

Store Supervisor and Material Controller

CONTACT

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 India

QATAR
30075142
ID No.: 26835633875
TRANSFERABLE

CAPABILITIES AND SKILLS

- Experienced in SAP ERP (Material Management module).
- Skilled in inventory control and warehouse operations.
- Capable of preparing GRN, MRN, and stock reports.
- Strong coordination with procurement and site teams.
- Knowledge of safe material handling and storage.
- Able to manage documentation and perform stock audits.

LANGUAGES KNOWN

- English
- Arabic



ABOUT ME

Experienced Store Supervisor and Material Controller with over 28 years of proven expertise in material management, inventory control, and SAP-based logistics systems, working across large-scale industrial, engineering, and construction sectors in Kuwait, Saudi Arabia, and India. Possesses strong knowledge of supply chain coordination, store operations, and project material planning. A highly organized professional with dual bachelor's degrees and specialized diplomas in Material Management and System Management, offering a blend of technical proficiency and leadership in store operations.



HIGHLIGHTS

- Over 28 years of international experience in store and material management across reputed organizations.
- Proficient in SAP ERP systems, especially in Material Management (MM) module.
- Handled entire warehouse operations including inward/outward material flow, stock checks, and audits.
- Successfully maintained optimum stock levels while minimizing inventory costs and preventing material shortages.
- Skilled in document control, requisition tracking, GRN, MRN, and bin card systems.
- Effective communicator with strong coordination between procurement, site, and logistics teams.
- Completed specialized diplomas in Material Management and System Management to enhance operational efficiency.



WORK EXPERIENCE

20 Jan 2010 – 31 Mar 2024

Store Supervisor – BADER AL MULLA Engineering Co.,
Kuwait

01 Jan 1994 – 31 Dec 2008

Material Controller – AL FANAR Construction,
Kingdom of Saudi Arabia (KSA)

22 Mar 1992 – 25 Dec 1993

Store Incharge – Steel Authority of India (SAIL),
Jamshedpur, India



EDUCATIONAL QUALIFICATION

- Bachelor of Science (B.Sc) – Ranchi University
- Bachelor of Arts (B.A) – Ranchi University
- Intermediate (12th Grade) – Passed
- Matriculation (10th Grade) – Passed



CERTIFICATION

One Year Diploma in Material Management
National Institute of Labour Education & Management, Chennai

One Year Diploma in System Management
National Institute of Information Technology (NIIT), Jamshedpur

IT SKILLS

- Proficient in SAP ERP (Material Management module).
- Skilled in Microsoft Office Suite (Word, Excel, Outlook).
- Basic knowledge of computer applications and system management.
- Experienced in data entry and inventory software.
- Able to generate reports and maintain digital records.

PERSONAL INFO

Nationality: Indian

Residential Address:

House No -, B-Block, Jalaluddin Tower,
Linen - , Dhatkidih, PO - Bistupur,
Sakchi, Bistupur,
District - East Singhbhum,
Jharkhand - 832110, India

Passport Details:

Passport Number: U 0465790
Date of Issue: 04 March 2020
Date of Expiry: 03 March 2030
Place of Issue: Kuwait

REFERENCE

Can be provided upon request



Job Responsibilities

BADER AL MULLA Engineering Co., Kuwait

Position: Store Supervisor

Duration: 20 January 2010 – 31 March 2024

Key Job Responsibilities:

- Assisted in internal and external audits by providing complete documentation and stock data.
- Controlled slow-moving and non-moving inventory to optimize storage space.
- Prepared MIS reports, GRNs (Goods Receipt Notes), MRNs (Material Requisition Notes), and stock ledgers.
- Managed safety compliance within the store area and ensured proper material handling.
- Coordinated with project engineers for timely material supply to work sites.
- Conducted regular physical stock verification and reconciled discrepancies.
- Maintained real-time stock records using SAP ERP MM module.
- Oversaw receiving, inspection, storage, issuance, and dispatch of materials.
- Supervised and managed central warehouse operations with a team of storekeepers and helpers.

◆ **AL FANAR Construction, Kingdom of Saudi Arabia (KSA)**

Position: Material Controller

Duration: 01 January 1994 – 31 December 2008

Key Job Responsibilities:

- Ensured compliance with ISO standards and safety guidelines in material handling.
- Handled material discrepancy reports and return-to-vendor documentation.
- Reviewed and cross-checked project BOQs to validate material requirements.
- Prepared and updated material movement records including inward and outward registers.
- Verified quantity and quality of received materials as per purchase orders.
- Coordinated closely with procurement and logistics teams for order follow-ups.
- Updated material tracking logs and managed inventory using SAP MM module.
- Ensured timely delivery and availability of critical materials at work sites.
- Monitored material requests and issuance for multiple construction projects simultaneously.

◆ **Steel Authority of India (SAIL), Jamshedpur, India**

Position: Store Incharge

Duration: 22 March 1992 – 25 December 1993

Key Job Responsibilities:

- Supported maintenance department with timely material availability.
- Ensured safe storage of hazardous and sensitive materials.
- Conducted monthly stock audits and reported shortages or excesses.
- Assisted in purchase planning by providing usage reports and stock level insights.
- Oversaw manual and computerized record-keeping for all materials.
- Ensured FIFO/LIFO methods for proper inventory rotation.
- Issued tools, spares, and raw materials to various departments based on requisitions.
- Maintained up-to-date stock registers, bin cards, and ledger entries.
- Independently managed daily operations of the engineering store.

Thanks for your time and consideration,
MOHAMMAD NASEEM