



MOHAMMED RIMSAN

WAREHOUSE SUPERVISOR

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SUMMARY



Results-driven Warehouse Supervisor with nearly 10 years of experience in warehouse operations, inventory control, and team leadership. Skilled in optimizing storage systems, streamlining logistics processes, and ensuring on-time order fulfillment. Proven ability to manage large-scale inventory, maintain accurate stock records, and implement cost-saving measures. Adept at coordinating with suppliers, transport teams, and internal departments to ensure smooth operations. Known for strong problem-solving skills, safety compliance, and developing high-performing warehouse teams to achieve operational excellence.

EXPERIENCE



Jul 2021 – Dec 2025

AL MOSAWIQ ALARABI - KSA

Warehouse Supervisor

- Oversee daily store operations and ensure efficient workflow.
- Manage and supervise store staff, including scheduling and performance evaluations.
- Coordinates with forwarders like SMSA, DHL, UPS, EMS, FedEx in dealing with incoming and outgoing shipments.
- Assist the data entry in preparing the sales order, stock issues, and invoicing.
- Maintain and manage inventory levels, including ordering and stock control using PACT System.
- Ensure store compliance with health and safety regulations.
- Handle customer complaints and queries professionally.
- Assist the customer service in receiving orders through phone calls to finalize and create sales order.
- Coordinate with suppliers and vendors to ensure on-time delivery of stock.

Sep 2016 – Aug. 2020

AL ZAINI CONVERTING INDUSTRIES - QATAR

Warehouse Store In charge

- Receiving the raw materials from suppliers as per Purchase Order.
- Inspect newly incoming materials properly and create reports for those bad qualities and submit to the Purchasing officer.
- Perform the sorting of materials as per category.
- Perform the releasing of materials as per production supervisor request.
- Supervise/delegates the store including two forklift operators, four delivery drivers, and fifteen store helpers under my supervision.
- Perform the cycle counts to keep maintain the check and balance of the raw materials.

Apr 2014 - Jun 2016

AL BATRA AUTO SPARE PARTS - QATAR

Warehouse Store Keeper

- Control incoming spares, equipment by checking brand, quality, model and quantity against the actual order.
- Maintain and organize the storage area to ensure easy access.
- Ensure all automotive spare parts are stored securely and in proper conditions.
- Maintain accurate records of inventory, transactions, and customer orders for transparency.
- Update and maintain the store's computerized inventory management system regularly.
- Ensure compliance with safety regulations and company policies at all times.
- Process incoming requisitions and issue or distribute parts

EDUCATION

- Successfully completed General Certificate of Ordinary Level (O/L) Examination -2009.
- Completed the General Certificate of Advance level (A/L) Examination -2012.
- Diploma in Computerized Accounting Packages.
- Diploma in Microsoft Office Applications.

SKILLS

- Proficient in Microsoft Office Application like MS Excel, MS Word, MS PowerPoint (Computer Literate)
- Can Operate Forklift and other Material Handling Device.
- Driving experience in Saudi Arabia with a valid driving license.
- Experienced Warehouse Man (Can deal with Incoming and outgoing activities)
- Can communicate people using various languages like Arabic, English, Tamil, Hindi, Malayalam
- Customer Service Oriented.
- Can work with initiative and can work under pressure.

PERSONAL

- Srilankan, Married, Born on 25th of September 1993, from North Central of Srilanka.

JAMALDEEN MOHD RIMSAN
Applicant