

Mohammad Nayeem Wani

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Personal Details

Gender: Male | **Nationality:** Indian | **Marital Status:** Single | **Date of Birth:** 30-June-2000

- **Efficient and Detail-Oriented Professional:** Expertise in inventory control, logistics coordination, and optimizing supply chain operations to improve efficiency and reduce costs.
- **Effective Communicator and Problem-Solve:** Skilled in resolving issues, maintaining customer satisfaction, and building strong relationships.
- **Technologically Proficient:** Proficient in managing databases, handling sensitive data, and ensuring data accuracy and security.
- **Supply Chain Management and Coordination:** Extensive experience in managing supply chain operations, including procurement, supplier management, and demand forecasting. Proficient in developing and maintaining relationships with suppliers to ensure timely delivery of materials and services.
- **Process Improvement:** Proven ability to streamline operations, reduce waste, and boost performance.
- **Accounting and Financial Management:** Experienced in managing accounts payable and receivable, budgeting, and financial reporting. Proficient in using accounting software to maintain accurate financial records and prepare statements

FUNCTIONAL EXPERTISE

Customer Relationship Management | Effective Communication | MS Excel | MS Word | Problem-Solving & Conflict Resolution | Team Collaboration & Leadership | International Trade & Custom Clearance | Performance Analysis & Quality Control | Order Processing and Management | Product Knowledge and Promotion | Complaint Handling & Escalation Management | Adaptability and Flexibility

EMPLOYMENT CONTOUR

LOGISTICS OFFICER | CSI GLOBAL RIYADH, SAUDI ARABIA

Feb 2025 - Present

- **Operations Management:** Supervise and manage daily operations to ensure the smooth functioning of logistics, procurement, and supply chain activities.
- **Inventory Control:** Monitor stock levels, track shipments, and ensure proper documentation of inventory movements.
- **Team Supervision:** Manage and coordinate team activities across departments. Recruit, train, and evaluate staff performance. Foster a productive and accountable work environment.
- **Procurement & Vendor Management:** Oversee procurement activities, manage supplier relationships, and negotiate contracts to ensure the timely and cost-effective acquisition of materials.
- **Logistics & Distribution Coordination:** Plan, coordinate, and optimize transportation, warehousing, and distribution networks to ensure the efficient delivery of goods to clients or other departments.
- **Cost Management & Budgeting:** Track operational expenses, ensure cost-effective practices, and identify potential areas for savings. Maintain budgets for procurement, transportation, and storage activities.
- **Compliance & Risk Management:** Ensure compliance with company policies, health and safety regulations, and industry standards.
- **Process Optimization & Continuous Improvement:** Analyse and improve operational workflows, identifying inefficiencies and implementing solutions to enhance productivity and reduce costs.
- **Team Leadership & Collaboration:** Lead and manage cross-functional teams, ensuring alignment with business objectives. Collaborate with different departments to ensure smooth operations.
- **Forecasting & Planning:** Provide accurate forecasts for demand and supply, ensuring adequate inventory levels and resource allocation to meet operational goals.

**OPERATIONS COORDINATOR (SUPPLY CHAIN MANAGEMENT) | TRADING AND DEVELOPMENT
PARTNERSHIP FIRM, RIYADH, SAUDI ARABIA**

Nov 2023 – Feb 2025

- **Inventory Management & Stock Receiving:** Maintain accurate real-time inventory, oversee stock receiving, conduct regular audits, and resolve discrepancies.
- **Inventory Audits:** Conduct regular physical stock audits to verify inventory accuracy. Compare physical stock counts with inventory records and investigate any discrepancies. Document audit findings and implement corrective actions as needed.
- **Quality Control:** Inspect stock, reject non-compliant items, and coordinate resolutions with suppliers.
- **Health and Safety Compliance:** Health & Safety: Ensure compliance with regulations and maintain a safe, organized warehouse environment.
- **Resource Allocation:** Manage personnel, equipment, and materials efficiently across projects to maximize productivity.
- **Logistics Coordination:** Coordinate logistics activities, including transportation, warehousing, and distribution, to ensure timely delivery of goods and materials. Work closely with logistics partners to optimize delivery routes and schedules.
- **International Trade & Customs:** Expertise in global supply chains, managing shipments, trade compliance, and customs regulations, including documentation and coordination with brokers.
- **Risk Management:** Identify and mitigate risks that may impact operational activities, such as supply chain disruptions, safety hazards, or regulatory compliance issues. Develop contingency plans and protocols to address potential risks and ensure business continuity.
- **Cost Control and Process Optimization:** Identify savings opportunities, streamline workflows, and improve operational efficiency.
- **Petty Cash & Invoice Management:** Oversee petty cash, track transactions, manage MTRFs, prepare final invoices, and maintain internal and external rent reports for monthly submission to upper management.
- **Forecasting & Follow-Ups:** Provide workload forecasts, track project progress, and ensure timely cost recovery and documentation.

Key Projects:

- **Power Lines:** Qiddiya Substation Connections, Asser CPS Abha Diversion, and ARAMCO power supply projects.
- **Substations:** Jizan MOD Housing, Al-Qiddiya substations, and Mahasen West BSP.
- **Maintenance:** Fiber and Cable Maintenance across central, Eastern, and Southern regions.

DISTRIBUTION COORDINATOR | PANUN DAUDH DAIRIES PVT. LTD, J&K, INDIA

April 2020 - September 2023

- **Logistics Planning and Coordination:** Plan and optimize delivery schedules, routes, and fleet assignments for timely, cost-effective distribution.
- **Order Fulfilment:** Oversee order picking, packing, and dispatch, ensuring accuracy and timely deliveries with correct documentation.
- **Inventory & Warehouse Coordination:** Ensure stock levels align with distribution needs and manage efficient warehouse operations.

- **Customer Service:** Act as the main point of contact for clients, addressing issues related to order fulfilment and ensuring customer satisfaction.
- **Cost Management:** Monitor distribution costs and identify savings opportunities to maintain budgetary efficiency.
- **Data and Reporting:** Track and analyse distribution performance metrics, preparing reports for senior management.
- **Collaboration and Communication:** Coordinate with warehouse staff, drivers, and external partners to ensure smooth distribution operations.

MATERIALS COORDINATOR | B.R TRADERS, J&K, INDIA

Feb 2019 –March 2020

- **Inventory Control:** Maintain precise records of inventory levels, movements, and discrepancies. Conduct regular stock audits to ensure inventory accuracy and minimize losses due to theft, damage, or obsolescence. Prepare and maintain associate records
- **Financial Oversight:** Oversee all financial transactions related to the warehouse. Ensure accurate recording and timely processing of purchase orders, receipts, shipments, and returns. Generate monthly financial reports and assist in preparing annual budgets. Payroll Bookkeeping Cashiering
- **Cost Management:** Analyse warehouse costs, including storage, handling, and transportation. Identify cost-saving opportunities and implement measures to optimize expenses while maintaining operational efficiency.
- **Accounts Payable and Receivable:** Manage the financial transactions related to warehouse operations. Ensure timely payment to suppliers and accurate invoicing for clients. Reconcile accounts and resolve any discrepancies promptly.
- **Supplier Coordination:** Work closely with suppliers to manage inventory procurement, delivery schedules, and returns. Negotiate favorable terms and maintain strong relationships to ensure a reliable supply chain.
- **Risk Management:** Identify potential risks in warehouse operations, such as inventory shrinkage, damage, or supply chain disruptions. Develop and implement strategies to mitigate these risks and ensure business continuity.

EDUCATION & ACCREDITATIONS

- Bachelor of Commerce (Honours) from Aligarh Muslim University, Aligarh, India (2019 – 2022)
- Diploma In Computer Application (2016- 2017)
- Diploma in Financial Application (2018 – 2019)
- Intermediate from Jehlum Education Trust, Kanispora, India (2017- 2018)
- High School from Saint Joseph’s School Baramulla, India (2004 – 2016)