

Rashid Khan

00966-582855268
rashid1074@gmail.com

7493 Wadi Fatimah, Jareer Dist, Riyadh 12837-4376, Kingdom of Saudi Arabia

Technical SKILLS

- **Business Application Software:**
SAP Fiori
Oracle ERP
Business Key
- **Productivity Software:**
MS Office Suite
Google Sheets
- **Data Entry Software:**
MS Excel, MS Access,
Google Sheets
- **Miscellaneous Tools:**
Data Loader, Adobe
Acrobat, File
Conversion Tools

Other Skills

Valid KSA Driving License

LANGUAGES

Urdu: Native language

English: Upper intermediate

Arabic: Intermediate

Personal Details

Nationality: Pakistani

Marital Status: Married

Visa Status: Transferable

EDUCATION

August 2004

Bachelor Degree

University Of Malakand, KPK / Pakistan

May 2000

Diploma of Associate Engineer, Civil

Government College of Technology Swat, KPK / Pakistan

Saudi Council of Engineers (SCE) Membership ID: 334037

PROFESSIONAL SUMMARY

Experienced Inventory Controller with over 13 years of expertise in inventory and stock control, including **Al Fouzan Construction Co.** a leading construction firm in Saudi Arabia. Focused on improving operational efficiency through diligent stock control, accurate record-keeping, and process optimization. Strong communication and organizational skills support timely reporting and precise inventory tracking, helping ensure alignment with project and operational goals.

WORK HISTORY

October 2024 - Current

Inventory Controller, East Delta Saudi Co. Ltd. Jeddah, Saudi Arabia

Job profile

- Managing inventory operations using SAP MM modules.
- Processing goods movement transactions such as Transfer Posting, Goods Receipt (GR), Goods Issue (GI), Return Delivery, Remove from Storage, Place in Storage, etc.

- Checking and verifying reservations to ensure material availability and timely processing.
- Creating and releasing Purchase Requisitions (PRs) based on material requirements.
- Reviewing and monitoring all material document transactions to ensure accuracy and compliance.
- Coordinating stock transfers between warehouses, stores, and project sites, including return flows.
- Verifying and reconciling Purchase Order (PO) receipts.
- Monitoring and maintaining system stock accuracy across locations.
- Checking material availability to support project needs and stock planning.
- Ensuring consistent material flow to enable smooth construction operations.
- Maintain and update regularly the inventory records
- Execute reports, analyze data regarding inventory and deliver data to management
- Maintain accurate and detailed inventory transactions records and data
- Maintains the database, perform a physical count of inventory, and reconcile actual stock balance against the stock report and initiate required adjustment.
- Coordinate with logistic Team to arrange inventory as needed.

December 2014 – September 2024

Inventory Controller, Al Fouzan Construction Co. Riyadh, Saudi Arabia

Job profile

- The Job involves, Analyzing and reviewing supply chain data to identify and resolve issues.
- Maintain and update regularly the inventory records
- Execute reports, analyze data regarding inventory and deliver data to management
- Develop and implement efficient inventory management procedures
- Developing and implementing inventory control systems and practices.

- Maintain accurate and detailed inventory transactions records and data
- Maintains the database, perform a physical count of inventory, and reconcile actual stock balance against the stock report and initiate required adjustment.
- Coordinate with logistic Team to arrange inventory as needed.
- Performing regular stock checks and reporting any issues to the supervisor.

December 2011 - December 2014

Material Coding/Cataloguing Specialist, Al Fouzan Construction Co.
Riyadh, Saudi Arabia

Job profile

- The Job involves Coding & Classification of all items in Oracle ERP Master Item.
- To Validate, inspect, control and Load material information into ERP master item's existing Template according to coding procedure.
- Classification of materials based on their categories.
- Codification of company's Assets (Equipment, Vehicles, Machines, Tools, Furniture) for purchasing department.
- Collecting Information about requested materials from suppliers, site engineers, procurement/purchasing departments and manufacturer online data to insure the appropriate specification in item description.
- Categorizing item in appropriate category, selecting accurate Item Type and Assigning correct unit.
- Defining specific company Identity codes for each asset (Office Equipment, IT Equipment, Vehicles, Heavy Equipment, Tools, and Machines) For Assets and Equipment Department.
- Coordination & cooperation with Assets and Equipment's departments.
- Assigning items to required Organizations
- Check and Amend the items description according to manufacturer's Data
- Managing Duplicate Items
- Deactivating and deleting unwanted items
- Creating new Categories in Oracle
- Exporting data from Oracle

- Multi Organizations quantities report for reliable audits.
- Follow-up & Coordination with related offices

May 2008 - December 2011

CAD Draughtsman, Al Sharq Office Co., Al Khafji, Saudi Arabia

- Worked as CAD Draughtsman in Projects of Ministry of Water and Electricity, Eastern Area, Hafer Al-Batin, Khafji and Naeriyah
- Collecting data from AutoCAD Files
- Updating drawings from AutoCAD to MicroStation according to provided data by surveyors

June 2007 - March 2008

MicroStation & ArcGIS operator, Orbits Engineering Firm, Buraidah, Saudi Arabia

- Worked on Micro Station, AutoCAD and ArcGIS in projects of Municipality of Buraidah Al-Qaseem
- Digitizing maps on Micro station & ArcGIS
- QC of digitized maps



رقم الوثيقة :

20221896

بوابة أعمال - خدمات التصديق الإلكتروني

Member's Detail:

ALFOUZAN TRADING & GENERAL
.CONTRACTING CO

Member Id : 29173

.C.R. No : 1010053925

Tel : 0114769181

Fax : 4768686160

بيانات المشترك :

شركة الفوزان للتجارة والمقاولات العامة

رقم العضوية : 29173

رقم السجل التجاري :

هاتف : 1010053925

0114769181

فاكس : 4768686160

التاريخ : 30/03/1446 هـ

03/10/2024 م

الى من يهمله

الامر

شهادة خبرة Experience Certificate			
رقم الموظف:	1074	1074	Employee No:
الاسم الكامل:	رشيد خان عبد الكريم	RASHID KHAN ABDUL KARIM	Full Name:
الجنسية:	باكستاني	Pakistani	Nationality:
رقم جواز سفر: رقم بطاقة الأحوال:	PK4107443	PK4107443	Passport: ID card No.
مسمى الوظيفة:	مراقب مخزون	Inventory Controller	Job Title:
تاريخ التعيين:	3 ديسمبر 2011	December 3, 2011	Date of Hire:
تاريخ انتهاء الخدمة:	25 سبتمبر 2024	September 25, 2024	Date of End of Service:
آخر راتب شاملاً البدلات (إختياري):	*****	*****	Last Salary Package (optional):
القسم / المشروع:	قسم المستودعات	Stores Section	Project: Department:



رقم الوثيقة :

20221896

بوابة أعمال - خدمات التصديق الإلكتروني

أعطيت هذه الشهادة بناءً على طلب الموظف وطبقاً لما نصت عليه المادة رقم (64) من نظام العمل السعودي.	This Certificate has been issued upon The employee request and according to the .article No.64 of the Saudi Labor Law
البيانات المدونة أعلاه صحيحة ومشهود بها من واقع سجل الخدمة وقد أعطي هذا بناءً على طلبه كشهادة خدمة وغير صالحة لأي غرض آخر مهما كان.	Above given details are certificate as true record of service. This service certificate has been issued upon request from employee and is not to be used for any .other purpose
	شركة الفوزان للتجارة والمقاولات العامة

محرره : السيد فهد عبدالله سالم العثمان صفته : مفوض

