

CURRICULUM-VITAE

MOHAMMAD TAUQEER ALAM

Salamah, Jeddah (KSA)

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📄 **Transferable Iqama | Nationality: Indian**

Availability: Immediately Join

Career Objective:

Dedicated and results-driven Material Coordinator with over 10 years of hands-on experience in inventory management, procurement support, warehouse operations, and ERP systems including SAP, Oracle, and Maximo. Proven ability to manage high-volume inventories, handle dangerous goods, and ensure smooth logistics operations across multiple industries including construction, railways, and retail. Committed to optimizing supply chain performance through accuracy, compliance, and continuous improvement.

🏢 PROFESSIONAL EXPERIENCE

➤ 10+ YEARS EXPERIENCE IN OVERSEAS & INDIA: - ERP / ORACLE /SAP / MAXIMO

❖ First fix company- Jeddah, KSA

- Designation: **Material Coordinator**
- Duration: **19th Jan 2025 to 6th July 2025**
- Location: **Jeddah Head office, KSA**

❖ China state constitution engineering corporation Middle East (CSCEC)

- Designation: **Material coordinator**
- Duration: **9th May 2023 to 30th Nov 2024**
- Project: **Neom The Line Project -Neom, Tabuk KSA**

❖ Saudi Arabia Railway (SAR)-North-South Freight & Passenger Railway, KSA

- Designation: **Warehouse coordinator**
- Duration: **10th Jan 2017 to 31st Dec 2021**
- Location: **SAR Warehouse, Riyadh & Nariyah Depot**

❖ Saudi Binladin Company (SBG)- Jeddah, Saudi Arabia

- Designation: **Storekeeper**
- Duration: **11th March 2013 to 1st December 2016**
- Project: **King Abdulaziz International Airport, KSA**

❖ Hyper city super Market- Mumbai India

- Designation: **Warehouse storekeeper**
- Duration: **January 2012 to March 2013**

❖ Job and Responsibilities

- **Maintain** the computerized store **software (ERP & SAP & Maximo & Oracle & Real soft)**
- Material **Receiving** and **Issuance** (Entry ERP & SAP & Maximo & Real soft - GRN and GRV)
- Overall **controlling** of **SPARE PARTS, CHEMICALS, DANGEROUS GOODS, MACHINE, ENGINE & FIXED ASSET.**
- Create PURCHASE REQUEST and NEW MATERIAL CODE in -ERP-SAP System.
- Prepare Material submittal to Client for Approval
- Overall controlling of spare parts of more than **13,000-line** items.
- Source and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Prepare PO PRICE ANALYSING Report and review Budget.
- **Monitor** and manage inventory levels to ensure timely replenishment.
- Daily Monitor **Dangerous Goods & Gas** and update check list.
- Receive, count items, ensure the necessary documents are available and handle timely and accurate system data entry.
- Manage & Arrange subcontractors manpower and rental equipment
- Examine and inspect the received items carefully and report any damaged or defective products to the stakeholders concerned.
- Ensure the timely delivery of goods and services in line with contract specifications.
- Store items properly by type/family/composition or as per the operations manual to avoid damage.
- Mark stock items using identification tags, stamps, or other labeling techniques using the correct name, description, and expiry date where applicable.
- Follow up with pending delivery with **logistics and vendor.**
- Monitor the flow of paperwork from receiving to inventory control for timely data entry.
- Optimizing inventory levels to meet demand while minimizing storage costs and waste.
- Manage the Receiving of more than 20 counties & local vendors.
- Quarterly **Cycle** count with Capital spare part & Dangerous goods (High value).
- Arranging outbound and inbound shipment either by **Land, Sea, and Air.**
- Follow up with the Purchase department for the said Requisition for preparation of Purchase Order (PO),
- Provide input to Logistic Manager regarding carrier performance and factory container loading performance,
- Coordinate with the Logistics team/ procurement team to dispatch & ship back **defective /rejected Materials to vendors** as appropriate.
- Maintain proper valuing & ending **inventory records** and above control on all **materials**, engine, machine, spare parts at the site including assets.
- Investigate and **justify** any **discrepancies** shown as result of cycle/ physical counts.
- Storage **hazardous** and sensitive Materials/chemicals in specialized areas and follow safety rules.
- Compliance with company policies, Materials Managements Policy and warehouse operation procedures.
- **RECEIVED** deliveries of new equipment/ goods and check quantities & damage and barcoding labeling of each item and stored designated location.
- Issued **supplies** as per the **demand** of the clients and **maintained** records.
- Reported on the store **MANAGER** on a regular basis regarding the need/demand of items so that future orders can be placed accordingly.
- Ensuring materials are delivered to the appropriate departments or workstations in a timely manner.
- Maintaining accurate records of inventory, material transactions, and other relevant data.
- Communicate with vendors and suppliers to ensure timely delivery of materials.
- Reports to the warehouse unit head for all warehouse activities.

EDUCATION & CERTIFICATION

- **Warehouse Operations Management** Diploma certification from April -2022 to Jun-2022
- **Diploma in Materials Management (1 Year)** – Vital Education Academy, TN, India – 2011
- **Diploma in Mechanical Engineering (2 Years)** – Vital Education Academy, TN, India – 2010
- **Senior Secondary (Science Stream)** – 2008

TRAINING

- Operations and Maintenance training from THE GREENBRIER COMPANY (2017)

ACHIEVEMENTS

- Employee of the Month – Saudi Binladin Group – Oct 2013
- Achievement Award – Saudi Railway Company – 2018

CORE SKILLS

- ERP Systems (SAP, Oracle, Maximo, RealSoft)
- Material Receiving & Issuance (GRN/GRV)
- Inventory Control & Warehouse Management
- Procurement/PR/PO Lifecycle Support
- Logistics Coordination (Land, Air, Sea).
- Spare Parts & Asset Management
- Cycle Counting & Stock Audits
- Vendor Coordination & Material Planning
- Dangerous Goods Handling
- Safety Compliance & Documentation

ADDITIONAL DETAILS

- Father's Name MOHAMMAD JAVED ALAM
- Date of Birth 02nd December 1990
- Sex Male
- Marital Status Married
- Nationality Indian
- Iqama number 2604306403 (Transferable)

LANGUAGES

- English – Fluent
- Arabic – Conversational
- Hindi & Urdu – Native

(Mohammad Tauqeer Alam)