

MOHAMMAD IMRAN KHAN



Objective

Experienced professional with 18+ years in retail, accounting, and inventory management seeking a challenging position as a Store Incharge. Adept at maintaining accurate stock records, optimizing inventory systems, and ensuring efficient store operations. Eager to contribute to organizational growth through dedication and strong work ethics.

Contact

MOHAMMAD IMRAN KHAN

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✉ Email: jayed92786@gmail.com

Personal Details

- Date of Birth: 30 Jan 1981
- Nationality: Indian
- Marital Status: Married
- Languages: English, Arabic, Hindi, Urdu

Declaration:

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

📍 **Place:** Saudi Arabia

Mohammad Imran Khan

KEY SKILLS

Record Keeping:- Maintaining accurate and up to date, Inventory Management, Stock Control & Replenishment Storekeeping, Warehouse Operations & Material Handling Procurement Coordination, Invoice & GRN Processing Data Entry/ ERP & Inventory Software FIFO / LIFO / Expiry Management Vendor & Supplier Coordination Arabic & English Communication MS Office & Point of Sale (POS) Systems Team Supervision & Staff Training

PROFESSIONAL EXPERIENCE

BIN YAHIA Pharmacy – Saudi Arabia

Inventory & Store Supervisor
May-2013--Present

- Supervise day-to-day store and warehouse operations ensuring smooth material flow.
- Maintain stock ledgers and ensure timely entry of GRNs, invoices, and issue notes.
- Perform physical stock verification, cycle counts, and reconcile discrepancies.
- Coordinate with procurement for replenishment of low stock or fast-moving items.
- Monitor stock expiry and ensure proper rotation using FIFO method.
- Track purchase orders, follow up with suppliers, and resolve delivery discrepancies.
- Ensure adherence to safety, cleanliness, and compliance protocols in store areas.
- Handle customer billing, record patient data, and assist with insurance claim entries.
- Verified deliveries and ensured accurate recording of received goods in inventory system.
- Conducted regular stock audits and reconciled physical stock with system records.
- Disposed of expired or surplus inventory in compliance with regulatory guidelines.

ZEEL AL HASUB Technology – Saudi Arabia

Sales & Inventory Assistant (Computer Equipment)

Mar 2010 – Aug 2011

- Handled inventory for IT equipment, ensuring proper labeling and storage.
- Prepared delivery notes, sales invoices, and managed inward/outward stock registers.
- Conducted periodic inventory checks and updated product availability in system.
- Assisted procurement team in forecasting and ordering based on past trends.
- Supported installation, basic troubleshooting, and coordination with service teams.
- Maintained cleanliness and organization in display and storage areas.
- Reported stock movements and customer feedback to store management.

Education:

Secondary Education – Bihar Secondary Education Board, Patna

Intermediate Education – Bihar Intermediate Education Council, Patna

Certifications & Licenses

- Valid Saudi Driving License (Until: 8-Apr-2035)
- Valid Saudi Iqama (Until: 17-Jun-2026)
- Passport No.: W0309354
- Iqama No.: 2352213355