

# MOHAMMAD MOID

INVENTORY  
CONTROLLER/PRODUCTION  
SUPERVISOR



## CONTACT INFORMATION

11/04/1984

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## OBJECTIVE

Motivated Inventory Controller/Production Supervisor with over 8+ years of organizational expertise. Exceptional at providing services in the area of operations documentation management, including implementation of automated documents for systems generation with an eye to future updates and modifications.

## SKILLS

- Production targets
- Inventory oversight
- Budgeting and forecasting
- Safety and compliance
- Material handling expert
- Project development and life cycle
- Production procedures

## ADDITIONAL INFORMATION

### Language:

English, Hindi, Arabic

### Computer:

MS Office, SAP, Tally

### UAE Driving

License : Yes

## EDUCATION

- June 2005  
**Kanpur University, India**  
Bachelor of Science (Math's)

## WORK EXPERIENCE

- Sep-2022 – Till Now  
**Perfumers Perfume LLC, (Ajman, UAE)**  
**Inventory Controller/ Production Supervisor**
  - Prepared and submitted budget reports for production on LPO basis on a monthly basis to aid executive decision-making.
  - Adjusted production schedules to account for changing circumstances such as material shortages and design changes.
  - Was in charge of inventory management, which included materials monitoring, ordering or requisitioning, and stocking or restocking supplies.
  - Dealt with personnel issues and scheduling conflicts as soon as they arose.
  - Kept track of daily productivity and shipment reports for all departments and communicated them to them.
  - Was able to successfully manage production activities and ensure that all orders were delivered on time.
  - Keeping a stock control system up-to-date and planning future capacity requirements.
  - Manage the overall production process.
  - Work closely with Line leaders and maintenance staff to plan work, set targets and make sure the finished products meet quality standards.
  - Communicate target with the team, delivering shift briefs with focus on quality, cost and delivery, and gathering ideas for improvement.
  - Determine the amount of necessary resources (workforce, raw materials, machineries, etc.) and plan accordingly
  - Work closely with the production to recommend quantities of supplies for purchase, and exercise budgetary control over warehouse operations.
  - Supervise processing of all receiving reports on all shipments received through the warehouse.
  - Receive incoming goods.
  - Supervise unloading of material Count, tally. Check for damage/shortage and prepare report.
  - Inspection of all receipts, Prepare Goods Receipt Note (GRN).
  - Preparation of material orders, (PR).
- Nov-2017 – Aug-2022  
**East Coast Contracting & Trading LLC, (Dubai, UAE)**  
**Inventory Controller**
  - Supervise processing of all receiving reports on all shipments received through the warehouse.
  - Receive incoming goods.

## COMPUTER SKILL

- Working knowledge of SAP & TALLY ERP.
- Certificate of Merit in Java (Grade A).
- O Level" in Co -Certificate of Honor in Web Designing Contest
- Working mputer Application from National Institute of Electronics & Information of Technology (Department of Electronics & I.T., Govt. of India.

**Sep-2015 - Oct-2017**

**First Cosmetic LLC**, (Fujairah , UAE)

Inventory Controller

- Controlling L.P.Os checking & verifying long outstanding L.P.Os.
  - Tally and receive total invoice and reconciliation of outstanding with total payable balance.
  - Preparing Day books & Ledger accounts.
- Used spreadsheets or other database software like tally to compile and analyze data.
- Checking arithmetical accuracy, date, quantity and receive stamp approval on the invoices with L.P.O of agreement.

