Mohammad Ahmad



+966-590498520
baroomi2007@gmail.com

Personal Information

- Date of birth: 01/13/88
- Nationality: INDIAN

Education

- **Bachelor of Arts (BA) from Kurukshetra University**
- **10+2 (Class XII) passed from Board of School Education Haryana**
- **Matriculation (Class X) passed from Board of School Education Haryana**

Skills

· Planner & RM Procurement
· ISO Auditor Internal QRS
· SAP Ariba Portal Managing
· Vendor Portal Managing
· Warehouse logistics and management
· MS Office
· SAP Hana/SBO
· Infinity ERP

Summary

I am competent and very much experienced in managing all aspects of Planning / Customer Support / Purchase of Chemical / warehouse storage and logistics, being fully conversant with Aramco approved procedures for the same. Driven by a sense of accomplishment I am highly motivated and eager to set up a fresh, and/or implement and operate the full value chain of logistics and material management systems for new or existing warehouses.

Experience

Planner & Customer Support Coordinator, 07/2021 - Current
Kurita AquaChemie Saudi Arabia - Dammam, Eastern
I manage planning in quarter wise sales Forecast for SABIC & Maaden whenever delivery is placed and keep update customer data with following job details: -
1. New customer registration and maintenance of the existing one in SAP Business One Receiving Cycle for raw material – Local
2. Inside Saudi Arabia Chemical procurement
3. Download MSDS from Kurita SharePoint and send it to the sales team as and when required.
4. KSA Vendor Registration
5. Sending PO requests to the Purchase team and following up with the Purchase team to ensure the product is delivered to your place on time.
6. Request to Sales team for the quarterly sales forecast and send it to Operations team, get updates from purchase/operations team on the product readiness/delivery details
7. Submitting the invoices (Portal/Email) with the help of sales team
8. Creating Sales Orders, AR Invoice and Credit Notes
9. Determining the required materials and possibly generating purchase orders.
10. Ensuring materials meet specifications, quality standards, and are cost-efficient.

11. Ensuring the consistent and adequate supply of materials necessary for production.
12. Coordinating with other departments regarding production goals, timelines, etc.
13. Tracking production volume and monitoring customer demand patterns.
14. Scheduling and overseeing the supply and delivery of materials and products.
15. Liaising with operations, manufacturing, and purchasing.
16. Managing inventory issues, schedule changes, and cancellations.

Warehouse in-Charge 05/2012 - 07/2021

Rawabi Marketing International - Dammam, Eastern

- I manage warehouse storage related to Aramco Project (Chemical Division). Responsibilities include inventory management via SAP, issuance of purchase orders, material receipt, stocktaking, and ensuring the safekeeping of material—both quality and quantity.

Job Responsibilities

Receiving Cycle for raw material – Imported
Receiving Cycle for raw material – Local
Receiving cycle from ESTO and ISTO

Logistic (handling - 4 Flatbeds & 3 Dyna)

1. Repacking Cycle
2. Coordinating With transportation for arability of trucks
3. Submitting attendance monthly with dyna trip
4. Direct and monitor the subordinates activities to ensure smooth operational task

Job descriptions

A-receiving cycle for raw material –imported

1. Receiving the container from custom clearance agent in coordinate with logistic officer.
2. Record the containers condition before/after and report the images to logistic officer
3. Conduct the necessary inspection in terms of packing, production, expiry, qty and quality to ensure that completely with respective PO related.
4. Direct the container unloading to disegnted storage location
5. Checking material to match with BL & PO, reported any differences between physically material with BL & PO to proper Chanel if any
6. Conduct the necessary transaction to post the quantity in SAP records.
7. Maintain the related documents in proper file
8. Report the defective / damage material through proper channel if any

B-receiving cycle for raw material -Local

1. Notify shift Eng to secure/confirm enough space in tankers and necessary quality inspection
2. process with first weight print
3. Direct the road tankers to designated offloading area
4. offloading the materials in IBC's if no space secured in tanks,
5. offloading the materials in can's from road tanker as per order from SALES TEAM
6. offloading the materials in Drum's from road tanker as per order from SALES TEAM
7. transferring material from tanker to tanker directly
8. Proceed with 2nd Weight Print to conclude the actual weight of materials received
9. post the quantity in SAP records
10. maintain the shipping document in proper file

C-receiving cycle from ESTO and ISTO

1. Coordinate with some plant to send the required materials
2. Inspect the materials terms of qty, expiry, packing, condition.
3. direct the unloading process and transfer to designated storage location
4. post the ISTO receive in SAP records
5. maintain the related Shipping documents in proper files

D-Deliveries Cycle :

1. Receiving Sales order from sales by email

2. Arranging the material as required to customer
3. Giving instruction to labor to arrange material with good packing (clean material, rubbing, strabing etc,)
4. Giving instruction to load the trucks as per order
5. Checking the trucks after loading
6. Taking approval from management for rental truck
7. Arranging the truck from rental transportation
8. Following with rental Dep to provide D/N ASAP for confirmation of D/N
9. Delivering material as per schedule
10. Creating shipping doc & cost for all D/N's

Repacking Cycle

1. Repacking the material from big to small packing as required
2. Repacking the material from small to big packing
3. Giving instruction to labor to repack material
4. Checking material after repacking

putting label.

Arranging Store

1. Arranging all material weekly
2. Checking store daily
3. Arranging store in good condition while visiting from Supplier
4. Arranging store in V. Good condition for earlier INVENTORY

Languages

Punjabi: C1
Advanced

English: C2
Proficient

Urdu: C1
Advanced

Hindi: C2
Proficient

Arabic: A2
Elementary

Hobbies and interests

- I love to learn new things
- Reading History
- Travelling explores