



Mohammad Ahmad Alwatwati

Personal Information

Mobile: +966553160698
+966696304388
Email: m.moghrabi@outlook.sa
Address: Amman, Jordan
Date of birth: 4th May 1993
Nationality: Jordanian
Marital Status: Married

Education

Bachelor Degree of Industrial Engineering

University of Jordan - Amman, Jordan
Project Title: Optimization of AL-Manaseer
group resources.
2017

Skills

Work

- ✓ Team work
- ✓ Organization
- ✓ Problem solving
- ✓ Time management
- ✓ Leadership
- ✓ Management skills
- ✓ Risk management
- ✓ Strong Work Ethic
- ✓ Adaptability
- ✓ Work under pressure
- ✓ Warehousing skills
- ✓ Quality assurance
- ✓ Team leading
- ✓ Strategy planning

Profile

Industrial engineer with more than 5 years of experience in warehousing work and logistic, skilled in problem solving, seeking to development, looking to obtain a position in a well reputed firm where I can utilize my skills and use my professional experience to achieve organization goals.

Experience

Warehouse Supervisor (Logistic inbound) May 2019 - Present
National Agricultural Development Company (NADEC) - Saudi Arabia
Duties and Responsibilities:

- Receive products and coordinates delivery and Issuing Material to Production line, Arranging and coordinating them in the SAP system.
- Issue accurate reports on slow / Non-moving inventories and ensure it is issued according to FEFO guidelines or to an agreed liquidation plan.
- Organizing and managing inventory, storage, and transportation.
- Ensure all the daily and monthly reports including KPI Report/ Aging Report /Location Report are issued accurately and in time.
- Follow-up on the shift warehouse activities if it is followed according the procedure and company's policies.
- Convey all information of new SKU to Store man, Dispatch Clerks and Forklift operators.
- Track KPI reports and reason out any deviation from the targets and take appropriate measures to avoid errors.
- Track products by making sure that all FEFO procedures.
- Coordinate with planning team during peak season to corrective action for material.
- Follow-up on the Inventory process tracking, physical count and reporting of inventory variance and stock updating.
- Ensure all work equipment is used in proper manner and follow up with maintenance schedule.
- Generate and Follow up the PR and PO according to yearly budget.
- Review daily basis WH's utilization & GMP.

Logistic Officer

Nov 2018 – April 2019

National Agricultural Development Company (NADEC) - Saudi Arabia
Duties and Responsibilities:

- Supervise receipt all goods with proper validation of supporting documents- delivery notes, & Invoice.
- Properly storage of goods and tools in an orderly manner.
- Ensure of Issuance of goods/tools against authorized requisitions and adjust inventory records accordingly.
- Surveillance in the storage area and ensuring all the materials are in order with proper marking and traceability documents.
- Manage and Issue RFI (request for inspection) to QC and getting back the GRN's signed and ready for issuance.
- Perform periodic inventory verification and highlight any discrepancy to the store manager.
- Supervise Collection back excess materials and keep inventory record on completion of the project.

Computer

- ✓ Office Automation (Excel, Powerpoint, Access, & Word)
- ✓ ERP System
- ✓ SAP System
- ✓ AutoCAD

Personal

- ✓ Communication skills
- ✓ Self motivated
- ✓ Creative thinking
- ✓ Persistent & ambitious
- ✓ Flexibility & Creativity

Languages

- ✓ **Arabic:** Native (mother language)
- ✓ **English:** Very good (speaking, writing and reading)

- Supervise and ensure collection back tools and tackles from work men on completion of work.
 - Make recommendations and suggestions with respect to the substitution and interchange of items, items of questionable serviceability, Establishment of minimum and maximum stock levels, and modification and adaptation of guides for effective handling and storing of supplies.
 - Make requisitions for items reached re-order levels.
 - Plan and schedule correct and timely delivery of materials, ensure smooth material flow & practice FIFO Control, monitoring and improving the day to day activities of the warehouse.
 - Ensure safe keeping and control accurately of good received and delivery.
 - Providing regular reports in accordance with systems.
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Training Courses and Certificates

Successfully attended and completed the following courses:

- Logistics systems & Supply chain managements from Engineers Training Center in Jordan Engineers Association on Sep 2014.
- Introduction to Microsoft from Engineers Training Center in Jordan Engineers Association on Nov 2017.

References

Available upon request.