

# Muhammad Kamran

**Expertise:** *WMS/Inventory/Account/Cost control/Maintenance/Procurement/ERP Functionality*

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**Availability:** immediately (with own visa)

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## Objectives:

Seeking a challenging and rewarding engineering/management position in a reputable and growing organization where my skills, knowledge and experience can be utilized, enabling myself and the organization to achieve success and growth.

## Profile Highlights:

- Worked as a **"Business Core Support"** in **Capital Fish L.L.C, Abu Dhabi UAE.**
- Worked as a **"Maintenance in charge"** in switch foodstuff trading, Sharjah UAE.
- 3 year practical experience as **"Warehouse, Inventory Head/in charge Cum Purchaser"** in **tech group branch @ tech block UAE Ajman.**
- 4 month experience as **"group senior (supervisor)"** in **dynamic sportswear Lahore, Pakistan.**
- 3-month practical experience as **"Trainee M.E.P Engineer"** in AL Murj U.A.E Sharjah.
- 1 year practical experience as **"Maintenance Engineer"** in knitting & Toe closing department in a reputed manufacturing unit **Kamal Hosiery Mills Faisalabad, Pakistan.**
- 4years practical experience as **"Sr. Mechanic"** in knitting & Toe closing department in a manufacturing and export unit **Interloop Limited, Lahore, Pakistan.**
- 3 Months Internship as **"Trainee supervisor"** in **Fauz Engineering Limited, Lahore, Pakistan.**
- 3 Months practical experience as **"Pipe Fitter"** in **Descon Engineering Limited, Lahore, Pakistan.**
- Holds Professional **B.com** & DAE in **Mechanical Engineering.**
- Excellent computerized and automatic machine proficiency.
- Expertise in handling reputed **MS Dynamics AX, ERP** including **Oracle;** as well as user level knowledge of **Auto CAD, Web Designing** and **MS Office applications.**
- Proficient in all modules of **Odoo ERP (POS, Finance, Production, Purchase, inventory, Warehouse, product creation, selling/cost price fixing, Payroll, administration-commerce etc.)**
- Excellent multilingual interpersonal skills with proven ability to communicate complex issues clearly and concisely.

## Qualification:

- Bachelor of Commerce (B.Com) – BZU , Pakistan
- Diploma in Associate Engineer (Mechanical) Pakistan

## Certifications & License:

- Cert Prep: Scrum Master (CSM)
- Lean Six Sigma Green Belt (CSSGB)
- Lean Six Sigma White Belt (CSSWB)
- SAP S/4 HANA Financial Accounting Overview
- Hospitality Management Studies-Food & Beverage
- Warehouse Management :Inventory, Stock & supply chains
- ISO 14001:2015 - Environmental Management Systems (EMS)
- Introduction to Time Management
- UAE Driving License-LV

## Awards:

- Appreciation letter for store management development & successfully conduct audit 2018.
- Appreciation letter for excellent performance for achieving goals 2017.

## **Professional Career:**

### **Business Core Support, Capital Fish LLC, Abu Dhabi, UAE. (Nov 2020 to Oct 2022)**

Being a business support/Acting Business manager for multiple retail branches, I am responsible for the smooth and efficient operation of the each department while performing following major role:

- Implementing the odoo ERP to making digitalize the organization, supporting as system administrator/Functional consultant in all section (POS, Finance, Production, Purchase, inventory, Warehouse, Payroll, administration etc.)
- Managing administration for a business unit, including budgets, audits, costing, pricing, training and vat implementation.
- Working closely with board member & owners for profit margin fixing & products pricing while providing the costing report, Scrap, COGS, Promotion & discount offer.
- Supporting in documentation and processes for business and financial initiatives including handling account payable, cost controlling, receivable, P&L and each shops balance sheet reconciliation.
- Managing the ecommerce & new project (talabat, zabehaty) as a PM to increase worth of company.
- Working with the management team on fiscal strategic planning to develop the organization.
- Providing the guidance and financial planning to improve the business.

### **Maintenance In charge, switch foodstuff (F&S Holding) Sharjah, Ajman UAE. (July 2020 to Sep 2020)**

- Handling all kind of purchasing for cold storage, general & vehicles.
- Handling the maintenance of fleet, vehicle Freezer, cold storage, labour camp & general.
- Arranging the food distribution permit each emirate for fleet.
- Make inspection of vehicles before sending for any kind of registration.
- Making Data base for each vehicle to analyze the monthly expense for each vehicle.
- Keeping the update all kind of records (maintenance History, Oil service history, vehicles handing over, vehicles check list, vehicles registration etc.)
- Handling the emergency in case of accident of any vehicle and dealing to insurance agency for claim.

### **Warehouse/Inventory Head/in charge, Tech Group branch (Tech Block L.L.C) Ajman UAE. (August 2017 to July 2020)**

- Maintaining all master data in system MS Dynamics AX (items creation, PR, GRN, Warehouse management, items category, location wise tagging, fixed asset register etc.).
- Responsible to receive all kind of material update the system via generating GRN.
- Handle manual consumption uploading in system and reconcile it with system at month end.
- Generating inventory movement report as per audit requirement and cross verify the purchase & and consumption.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Resolve any arising problems or complaints.
- Generating the D. O's /Invoicing as per sale or sending any material outside.
- Making the minimum and maximum stock level for reorder.
- Implement of 5S in stores for making better environment of store and everything sorted.
- Keen coordination with purchase department.
- Maintaining the all kind of records (inward/outward) make sure all records is recorded in system.
- Responsible for the internal & External Audit and handled the store & inventory staff.
- Making comparison to process the PO.
- Coordination with account department to ensure vendors payment timely.
- Preparing all types of month end reports to analyze monthly expenses.

### **Group senior (supervisor), Dynamic sportswear Lahore Pakistan. (April 2017 to July 2017)**

Being a team leader, I was responsible for the smooth and efficient operation of the department while performing following major role:

- During the work I am making the planning and schedule for maintenance and over hauling.
- During the work managing all kind problems in maintenance and production.
- Preparing production and performance reports and highlighting the idle capacity considering all factors including break down.
- Actively participated in planning to increase the production and utilize maximum capacity providing a tool for management to develop the strategy.

### **Trainee M.E.P engineer, Al murj L.L.C U.A. E Sharjah. (Jan 2017 to April 2017)**

Being a team leader, I was responsible for the smooth and efficient operation of the department while performing following major role:

- Ensure work performance in the stipulated time frame and meeting the deadlines.
- During the work at firefighting line change as per new drawing.
- Work on also chiller water line and change the union work replace by gate valve.
- Meet with new skill during training session.
- Read and interpret blueprints, technical drawings, schematics, and computer-generated reports.

### **Previous Career Roles:**

- Maintenance Engineer, Kamal Hosiery Mills, Pakistan (Jul 2015 to June 2016)
- Sr. Mechanic, Interloop Limited, Pakistan (Oct 2011 to May 2015)
- Trainee Supervisor, Fauz Engineering Limited – Internship (Feb 2011 to May 2011)
- Pipe Fitter, Descon Engineering Limited (Nov 2010 to Jan 2011)

### **Computer Proficiency& Other key Skills in ERP Modules:**

- **POS:** Point of sale cycle development/testing, verification of each sale point/outlet/branch, payment method allocation, creation & reconciliation with GL, Inventory movement, sale, discount verification through POS etc.
- **WMS/inventory control:** Master data managing, product category designing, product creation, variant & modifier adding, variant price fixing, multiple warehouse location creation, internal transfer, GRN, MRV, DO, OWT, inventory movement, non-movement, stock allocation, valuation, adjustment, return & scrap etc.
- **Procurement:** Vendor creation, master data dealing, PR, RFQ level, PO process, billing process etc.
- **Production:** Bom designing, recipe management, finish goods output allocation, scrap & wastage controlling & allocation, etc.
- **Finance/Account:** AR, AP, GL coding, fixed asset register maintaining, P&L, tax, Expense category/sub group etc.
- **E commerce:** Project developing with 3rd party like talabat, deliveroo etc. (product creation, master data dealing, pricing fixing, menu uploading, product category creation etc.)
  - Proficient in the use of MS Word, MS Excel, MS PowerPoint and MS Outlook.
  - Web designing in Html, Html5, CSS, Bootstrap and Java Script and other internet applications.
  - Having expertise in hardware, software and networking issues as well installation & executing.

### **Personal Details:**

- Date of Birth : November 2, 1990
- Marital Status : Married
- Nationality : Pakistan
- Passport No : CU4222383
- Languages : English, Urdu & Hindi

- **References:** Will be provided on request.