

MUHAMMAD ADEEL

Receiving & Dispatching Executive



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Adeelghumman069@gmail.com 

Saudi Arabia, JIZAN 

SKILLS

Warehouse Operations Management

Expert

Communication

Expert

Team Leadership & Training

Expert

Adaptability

Expert

Last Mile Delivery Coordination

Expert

Problem-solving

Expert

Project scheduling

Expert

Customer service

Expert

Line Haul Management

Expert

Courier Performance Monitoring

Expert

Post-Delivery Inventory Reconciliation

Expert

Safety Protocol Implementation

Expert

Time Management

Expert

Decision Making

Expert

Attention to Detail

Expert

Stress Management

Expert

Conflict Resolution

Expert

Planning & Organization

Expert

PROFESSIONAL SUMMARY

Results-driven Warehouse and Logistics Supervisor with over 10 years of hands-on experience in Saudi Arabia, specializing in inventory control, supply chain management, and distribution operations. Proven ability to lead teams, streamline logistics processes, and ensure smooth warehouse coordination across large-scale operations. Skilled in WMS, ERP systems, and regulatory compliance, with a strong commitment to safety, accuracy, and performance excellence. Adept at solving operational challenges, improving inventory accuracy, and exceeding delivery KPIs. Emonstrates a strong commitment to enhancing customer experiences through streamlining Last Mile Operations, optimizing Line Haul Management, and refining PUP Services. Adept at monitoring courier performance and driving improvements based on key metrics. Proficient in post-delivery inventory reconciliation to ensure accuracy and prevent discrepancies.

EXPERIENCE

Receiving & Dispatching Executive

SMSA, Saudi Arabia

February 2020 - Now

As a Receiving & Dispatching Executive at SMSA Express in Saudi Arabia. I was responsible for overseeing the smooth flow of incoming and outgoing shipments. With my strong organizational skills and attention to detail, I ensured that all deliveries were received and dispatched accurately and efficiently.

- Managed daily operations of receiving and dispatching department

- Oversaw inventory management and tracking of shipments

- Coordinated with drivers, vendors, and other departments for timely deliveries

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- Documenting and following up on important action and decision from supervisor and manager plan

- Maximized revenue

Analytical Thinking
Expert

Reliability
Expert

Fast Learner
Expert

Customer Focus
Expert

LINKS

 muhammad-adeel-39a976366

LANGUAGES

- English
- Arabic
- Urdu

AWARDS

 Best Employee of the Year 2023

PERSONAL INFO

- Driving licence: Yes

• **Managed Daily Warehouse Operations**

Supervised and coordinated the day-to-day activities of the warehouse, ensuring seamless workflow and operational efficiency

Ensured Timely Completion of Tasks

Prioritized and delegated tasks effectively to ensure all daily operations were completed on schedule, minimizing delays and disruptions.

Maintained High Level of Organization

Kept the warehouse well-organized, optimizing storage and workspace layouts for maximum productivity and ease of access.

• **Implemented Safety Protocols**

Developed and enforced safety guidelines and protocols to promote a safe working environment, reducing the risk of accidents and ensuring adherence to health and safety regulations.

Last Mile Operations

Streamlined last mile delivery processes, focusing on enhancing delivery efficiencies to improve the overall customer experience.

Line Haul Management

Managed and optimized line haul operations, ensuring the timely transportation of shipments.

PUP Services

Coordinated and refined pick-up and drop-off (PUP) operations, ensuring smooth, reliable, and timely service for customers.

Courier Performance

Monitored courier performance using key metrics, analyzing results to implement improvements, enhance efficiency, and recognize top performers.

Retail Executive

SMSA, Saudi Arabia, JIZAN

July 2018 - January 2020

At SMSA Express in Saudi Arabia, I served as a Retail Executive from 2018-07 to 2020-01. In this role, I was responsible for managing and overseeing the daily operations of the retail department. This included developing and implementing sales strategies, maintaining inventory levels, and ensuring customer satisfaction.

Responsibilities and achievements.

- Managed daily operations of Retail department

- Developed and implemented sales strategies.

- Maintained inventory levels.
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TEAM LEADER – SUPPLY CHAIN OPERATIONS & ADMINISTRATION

Aramex, Saudi Arabia, ABHA

August 2017 - June 2018

Coordinated supply chain operations for timely delivery. Managed inventory levels and replenishment accuracy. Collaborated with procurement to purchase required materials. Maintained relationships with suppliers and logistics partners. Analyzed supply data to generate improvement reports. Resolved issues by implementing contingency plans quickly. Ensured compliance with regulations and internal policies. Participated in audits to boost operational efficiency.

LOGISTICS OFFICER – DISTRIBUTION & TRANSPORTATION

Aramex, Saudi Arabia, ABHA

May 2016 - July 2017

Developed transport plans with internal team collaboration. Designed warehouse layouts for storage efficiency needs. Coordinated shipping routes with transportation companies. Supervised inventory flow and staff performance tracking. Planned internal movement using advanced system tools. Labeled containers with content and weight details. Coordinated customs clearance for import/export shipments. Trained staff on safety and shipping protocols.

Warehouse Coordinator

Aramex, Saudi Arabia, ABHA

August 2015 - April 2016

Oversaw shipping, receiving, and warehouse workflows. Assigned daily tasks to warehouse staff. Maintained inventory tracking using WMS & SAP systems. Handled documentation including invoices, orders, and reports. Worked with customer service to resolve product issues. Ensured compliance with GMP and safety protocols.

STORE KEEPER

Aramex, Saudi Arabia, Riyadh

January 2015 - July 2015

Monitored stock replenishment and warehouse layout. Received, labeled, and shelved incoming goods. Managed documentation: MRR, purchase orders, and returns. Inspected deliveries and managed disposal of expired stock. Followed FIFO practices, coordinated logistics with transporters.

Operation Coordinator

Leopards courier Services, Pakistan, Sialkot City

February 2013 - September 2014

During my time as an Operation Coordinator at Leopards courier Services, I was responsible for overseeing the daily operations of the company's delivery services in Pakistan.

- Managed a team of delivery drivers and ensured their schedules were optimized
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- Coordinated with various departments to streamline processes and improve efficiency
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- Resolved customer complaints and inquiries in a timely manner.

- Tracked and reported on key performance indicators to upper management.

EDUCATION

Bachelor of Arts (BA), University of Gujrat, Pakistan

F.A, Islamia Collage Sialkot,, Pakistan

Matric, Bhagowal Hight School, Pakistan, Sialkot City

COURSES

SMSA Ground Operations & Service (SGO) - English - Recurrency- L1
2025

SMSA Ground Operations & Service (SGO) - English - Recurrency
2024

Communication Competency Training
2023

SMSA Strategic Annual Meeting 2022
2022

SMSA Strategic Annual Meeting 2021
2021

ISO 27001 Information Security Awareness
2020

Decision Making Competency Training
2019

Smsa Process (PRO) Training English -Re-currency
2018
