

Muhammed Rashid

Logistics Coordinator

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Logistics & Supply Chain Summary

Logistics and Supply Chain Professional with **6 years** of expertise in **international freight**, **customs compliance**, and **end-to-end management**. Expert in **cost optimization** via **Incoterms** and **vendor negotiations**. Advanced proficiency in **KPI monitoring** using **Excel**, **Power BI**, and **IBM AS400**. Proven ability to **drive process improvements** that enhance **efficiency** and ensure **on-time delivery**. Certified in Supply Chain Management and **AI-Integrated Management** for optimized decision-making.

TECHNICAL & PROFESSIONAL SKILLS

CORE COMPETENCIES

- Supply Chain & Logistics Management
- Bayan Payment, Clearance & Trade Compliance
- SABER Certification
- KPI Monitoring
- International Freight (Air, Sea & Land)
- Transportation & Route Optimization
- Data Analytics & Dashboarding
- Import/Export Operations
- Advanced Excel & Pivot Reporting

TOOLS & SOFTWARE

ERP & Logistics Systems: IBM AS400

Data Visualization: Power BI, MS Excel

Productivity: MS Office Suite (Word, PowerPoint, Outlook)

PROFESSIONAL EXPERIENCE

Logistics Coordinator | **Jarir Bookstore** – Riyadh | November 2019 – Present

- **Spearheaded end-to-end management of all international freight (Air, Sea, Land)**, expertly applying various Incoterms while ensuring rigorous adherence to **GCC customs and trade compliance**, including SABER Certification and duty payment.
- Managed entire P2P cycle within the **IBM ERP system (AS400)**, Recording end to end shipment details and updating the system to ensure real time inventory tracking and high data integrity for all inbound items.
- Worked with **Landed cost management**, accurately calculating all logistics expenses (duties, freight, insurance) to item costs.
- Released **warehouse reports** via IBM ERP to receive and update the stock to the system.
- Drove significant **cost optimization** through strategic **EXW and FOB** initiatives, successfully reducing **shipping expenses by 10-15%** via favorable **vendor negotiations and accurate landed cost management**.
- **Negotiated** and managed contracts with **freight forwarders** and vendors, consistently securing **favorable rates** and achieving cost savings.
- Leveraged Data Analytics by designing and deploying **real-time logistics KPI monitoring dashboards in Power BI**, which enhanced decision-making and boosted reporting efficiency by 30%.
- **Collaborated** with cross-functional teams to **eliminate supply chain bottlenecks** and successfully **improve on-time delivery rates**.
- **Spearheaded** process improvements across the supply chain, significantly **reducing shipment delays** and increasing overall **operational efficiency**.

EDUCATION & PROFESSIONAL DEVELOPMENT

Education

- **Diploma in Warehouse & Supply Chain Management** | IBIS Academy (IACET USA) | Jul 2025
- **Certificate in Procurement & Logistics** | DisasterReady.org | May 2025
- **Master of Arts (MA) in Sociology** | University of Hyderabad | May 2018

Certifications & Training

- **Certificate in AI-Integrated Management** | IBIS Academy
- **Certificate in Power BI** | IBIS Academy
- **SAP ERP Essential Training** | LinkedIn Learning
- **Implementing Supply Chain Management** | LinkedIn Learning

LANGUAGES

- **English:** Professional Proficiency
- **Arabic:** Working Proficiency
- **Hindi:** Working Proficiency

REFERENCES

References available upon request.