

YOUNUS SHAIK

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Location: Saudi Arabia

Iqama: Transferable

Professional Summary

Experienced and reliable professional with over 9 years in logistics management and administrative roles. Skilled in planning, organizing, and overseeing logistics operations including warehouse supervision, inventory control, transportation management, and supply chain coordination. Expertise in vendor relations, negotiating competitive transport rates, and ensuring compliance with regulations such as ZATCA e-invoicing and Aramco portal requirements. Strong administrative background with hands-on experience in office management, staff coordination, documentation, and financial reporting. Proven track record of reducing costs, improving operational efficiency, and leading teams to achieve business goals on time. Excellent communication and problem-solving skills support effective collaboration across departments and with external partners, ensuring smooth workflow and timely delivery of goods.

Key Skills:

- End-to-End Logistics Operations
- Warehouse & Inventory Control
- Vendor & Procurement Management
- Compliance with Customs and Regulatory Requirements
- Effective Coordination and Communication
- Advanced Microsoft Excel Skills
- Supply Chain Management
- Transportation & Fleet Coordination
- Team Leadership and Staff Supervision
- Import/Export Operations
- Cost Management and Reduction Strategies
- Import and Export Operations Management
- Proficient in SAP and Enterprise Resource Planning (ERP) Systems

Core Competencies

- Logistics & Supply Chain Management
- Gate Pass & ID Handling
- Recruitment & HR Support
- Office Administration
- Safety Training & Onboarding
- Team Collaboration
- Petty Cash Management
- Vendor Negotiation
- Purchasing
- Multitasking & Time Management

Academic Qualification:

Qualification	Institution / Board	Field / Focus	Year
Bachelor of Commerce (B.Com)	Andhra University	Commerce / Accounting	2007 – 2010
Intermediate (10+2)	New Chaitanya Junior College	Commerce	2005 – 2007
Secondary School Certificate (S.S.C)	Asafia High School	General Education	2004 – 2005

Professional Experience

Logistics / Admin Incharge

Hadaf Al-Aims, Kingdom of Saudi Arabia | April 2016 – Present

- Oversee daily logistics, warehousing, and transportation operations across Saudi Arabia, ensuring timely and accurate delivery.
- Lead and supervise a team of 10+ staff, including warehouse assistants, drivers, and logistics clerks.
- Coordinate with suppliers, vendors, and freight companies to optimize delivery schedules and reduce costs.
- Manage international shipments, ensuring customs compliance and timely clearance.
- Implement cost-saving measures that improve efficiency and reduce expenses.
- Ensure compliance with health, safety, and transportation regulations.
- Lead and managed projects to support logistics strategies and execution plans.
- Followed up on payments and managed accounts receivables.
- Prepare and issue invoices per ZATCA regulations and manage accounts receivable follow-ups.
- Develop and enforce standard operating procedures (SOPs) for logistics and warehouse management.
- Monitor inventory accuracy through regular audits to minimize discrepancies.
- Negotiate transport rates and manage vendor contracts to meet budget and service quality goals.
- Train and guide team members on logistics best practices, safety, and compliance.
- Collaborate with IT and other departments to integrate logistics systems and improve workflows.
- Conduct safety inspections and ensure compliance with health and safety regulations.
- Facilitate communication between logistics, sales, and production teams for smooth supply chain operations.

Admin Associate (Lead)

Ruwailan General Contracting Est., Kingdom of Saudi Arabia | March 2015 – September 2015

- Maintained an organized filing system for confidential office documents to ensure easy retrieval and data security.
- Managed administrative tasks efficiently, meeting tight deadlines to support uninterrupted office workflow.
- Monitored office inventory levels and coordinated timely restocking of supplies.
- Arranged travel and accommodation for executives, maintaining detailed records of trips for internal use.
- Coordinated office maintenance and liaised with vendors to ensure a clean and safe working environment.
- Assisted in preparing reports, presentations, and correspondence for senior management.
- Supported HR functions including attendance tracking and leave management.
- Organized company meetings, events, and conferences, handling logistics and participant communication.
- Ensured compliance with company policies and procedures in all administrative operations.
- Provided support to other departments as needed to facilitate smooth business operations.

Admin Executive

Hyundai Arabia Co LLC, Kingdom of Saudi Arabia | June 2013 – December 2014

- Provided administrative and clerical support to the site administrator to ensure smooth daily operations.

- Processed applications for gate passes and permanent ID cards, maintaining accurate records and compliance with security protocols.
- Coordinated transportation arrangements for staff, managers, and guests, including flight bookings, hotel reservations, and local transfers.
- Assisted in managing office supplies and inventory to support operational needs.
- Maintained and updated employee attendance and leave records as required.
- Supported event planning and coordination for site meetings and training sessions.
- Ensured proper documentation and filing of administrative records for easy retrieval and audit readiness.

Personal Information

Date of Birth : 25 June 1988

Gender : Male

Marital Status : Married

Languages Known : English, Arabic, Urdu, Hindi

Permanent Address : Hyderabad, Telangana, India

Declaration:

I hereby declare that the above-mentioned particulars are true and correct to the best of my knowledge and belief.

SHAIK YOUNUS