

WJDAN BOHAMAD**Diploma in Public Relations Management**

Logistics Coordinator, Project Coordinator,
Procurement Expeditor, Public Relation Management

Saudi Arabian National

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Having KSA Driving License

Professional Profile:

I am a skilled professional having diverse & versatile experience of 5-Years in Public Relations Management. I have demonstrated history of working in **Saudi Aramco & SEC** approved Contractors and Sub-contractors of Electrical Manufacturing and Services companies. I am skilled in Logistics Coordination & Management, Project Coordination & Management, Procurement Expedition and Coordination. I have expertise in result-oriented team leadership abilities with excellent problem-solving, decision-making, and interpersonal skills. Highly motivated, efficient, and multi-tasker along with innovative strategic methodologies.

Education:
*2017-2020***Diploma in Public Relation Management**

Lincoln College International, under COE ITC Cambridge

Professional Experience:

Nov-2024 - Present

Logistics Coordinator

KSA

Employer: RAWABI Electric Company

Providing Services: Power Systems, Automation and Control systems, Metal Work and Finish, Service and Support

Responsibilities:

- Manage and monitor all inbound and outbound shipments.
- Coordinate with transporters, warehouses, and internal departments to ensure timely delivery.
- Prepare and maintain logistics documents including shipping schedules, delivery notes, and inventory reports.
- Ensure compliance with import/export regulations and internal procedures.
- Monitor the condition of goods during transportation and storage, ensuring proper handling to prevent damage.
- Liaise with vendors, suppliers, and clients to track shipments and resolve any issues.
- Support in cost analysis and suggest optimization strategies for logistics operations.
- Maintain records of all logistics-related activities for reporting and audit purposes.
- Ensure that logistics activities adhere to health, safety, and quality standards.
- Utilize Fasah and Saber platforms to manage customs clearance and product certification efficiently

Dec-2021 – Sep-2024

Logistics Coordinator

KSA

Employer: NESMA United Industries

Providing Services: Services for different industrial and construction sectors in the Kingdom of Saudi Arabia (KSA)

Responsibilities:

- Supported project documentation preparation and development.
- Coordinated mobilization and demobilization of personnel and equipment.
- Managed logistics operations and resource planning.
- Processed deployment requests, bookings, and SAPTOC clearances.
- Collaborated with operations and HR for project assignments and new hire

	onboarding. - Coordinated business travel logistics for staff and management. - Prepared weekly and monthly reports for strategic decision-making. - Ensured exceptional customer service internally and externally. - Managed shipment receipt and dispatch, ensuring accuracy and timeliness. - Provided administrative support to enhance operational efficiency		
	<i>Jan-2020 – Mar-2020</i>	<i>Event Organizer</i>	<i>KSA</i>
	Employer: Saudi ARAMCO – Event Management (Internship) Responsibilities: - IKTVA 2020 (Which is the largest event Aramco has created). - Perform various other duties as may be assigned by the Event Services Department. - Welcoming and directing guest.		
Expertise/ Skills: Software Tools	Computer and Software Skills - Microsoft Office (Word, PowerPoint, Excel) - Dynamics 365		
Personal Traits:	- Saudi Aramco Experience - Good approach with positive attitude, quick learner, and multi-tasker - Great Team Player who likes to lead teams and build strong relationships. - Effective Oral and Written Communication Skills. - Customer service oriented. - Time management. - Self-motivation. - Having great interpersonal skills.		