

Muntadher Al-Urayyidh

11B St, 32662, East Province, Saudi Arabia, +966 59 531 0008
m.urayyidh@gmail.com

Objectives

Motivated supply chain professional with a strong passion for optimizing processes and ensuring smooth product flow. Seeking a challenging role where I can apply my analytical thinking, attention to detail, and collaborative mindset to improve supply chain performance. Eager to contribute to organizational success by streamlining logistics operations, reducing costs, and upholding high quality and compliance standards throughout the supply chain.

Education

King Fahd University of Petroleum and Minerals, Dhahran, Saudi Arabia Bachelor's in business School, Management

2014 –2021 August, 15

Concentration Core Courses:

- **OM322:** Inventory & Warehouse Management
- **OM423:** Logistics & Transportation Management
- **OM430:** Supply Chain Management
- **HRM402:** Training & Development
- **MGT312:** Ethics & Social Responsibility

Other Elective Courses:

GS321: Principles of Human Behavior

GS434: Mass Media & Society

Experience

SESCO – Saudi Electrical Supply Company – Logistics Assistant

- **December 19, 2021 – Present**

Logistics Assistant

Key Responsibilities & Achievements:

- Worked within the Supply Chain Management domain, focusing on logistics, procurement, and operations.
- Managed international and local freight shipments (Air, Sea, and Land), ensuring timely and efficient movement of goods.
- Led the coordination of both import and export logistics across global channels.
- Processed insurance claims for damaged or lost goods.
- Applied SABER and FASAH platforms to ensure smooth customs clearance and compliance.
- Resolved shipment discrepancies by effectively liaising with vendors and freight forwarders.
- Facilitated export procedures including documentation translation and attestation.
- Requested and negotiated quotations from various freight forwarders to obtain the most cost-effective shipping rates.
- Played a key role in reducing direct costs (DC) through strategic sourcing.
- Negotiated and established contracts with freight service providers, especially express shipping partners.
- Conducted documentation audits involving vendors, shipping agents, freight forwarders, and brokers.
- Managed vendor records by creating, editing, and verifying applications and related documents.

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- Estimated and tracked direct international shipment costs, including SABER fees, customs duties, freight, and clearance charges.
- Played a significant role in establishing and improving data analysis systems within the logistics function.
- data analysis systems within the logistics function.

Holol Business Incubator – Internship

- **February 1, 2021 - August**

Relationship and Services Administrator

- Worked in some HR & Administration Areas (Recruitment and Selection - Customer Service)
- Spearheaded Responsibility for Rental Services
- Formed Forecastings for Researchers
- Established S.W.O.T. Analysis
- Assembled and established to create Feasibility Studies & Business Models

King Fahd University of Petroleum and Minerals, Dhahran, Saudi Arabia

- **September 3, 2020**

Expanded my perspective and sharpen my skills by completing a certificate of Foundations of Corporate Training.

Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint) – Advanced
- Microsoft Dynamics 365
- Data entry & analysis
- Document auditing & vendor management
- SABER & FASAH platforms (customs & logistics systems)

Professional Skills

- Strong team collaboration
- Fast learner with adaptability to new systems
- Goal-oriented and achievement-driven
- Effective communication in bilingual environments
- High attention to detail and time management

Certifications

- **Feb 2024**
Creative Thinking
- **Feb 2023**
Basics Supply Chain Management – APICS
- **Aug 2022**
Personal Productivity