



# Usama Mohammad

**Address:** Al-Khobar, Saudi Arabia    **Phone number:** +966500601357

**Email address:** osam786@hotmail.com



## Profile

Logistics and Shipping Executive with over 5 years of experience in supply chain management, adept at negotiating vendor contracts which have significantly enhanced supply chain efficiency. Demonstrated ability to analyze data for improved inventory control, achieving a 15% increase in accuracy, and maintaining a 95% on-time delivery rate to boost customer satisfaction. Proficient in Microsoft Office, data analysis, and documentation, offering a detail-oriented approach and excellent communication skills to drive operational success for potential employers.



## Education

09/2020 – 05/2023  
London, UK

### Business Management | Supply Chain and Logistics Middlesex University

- Managed a team of 10 classmates in a semester-long project, leading to a successful presentation and a top grade in the course.
- Analyzed market trends and competitor strategies in a case study, developing a comprehensive report that was praised by professors for its thoroughness and insight.
- Collaborated with professors and classmates in group projects, demonstrating strong communication and teamwork skills to achieve project goals.
- Achieved first-class honours upon graduation.



## Work Experience

01/2025 – present  
Dammam, Saudi Arabia

### Operations Executive Globe Group - WAN HAI

- Served as the primary point of contact for high-profile clients such as SABIC, Sipchem, Maaden, Tasnee, Chevron and DSV managing inquiries related to booking confirmations and container release orders, which strengthened client relationships and trust.
- Issued accurate and timely documentation, including cargo manifests with EDI rotation numbers and Bills of Lading upon vessel sailing, ensuring compliance with Port of Discharge (POD) requirements and international trade regulations, which minimized shipment delays and enhanced operational efficiency.
- Verified export documents for compliance with local and international standards, addressing discrepancies promptly, which facilitated smooth customs clearance and reduced the risk of potential penalties.
- Coordinated effectively with logistics, operations, sales, EDI, and finance departments to ensure container availability and accurate data transmission, achieving a 95% on-time delivery rate that significantly boosted customer satisfaction.
- Streamlined communication with customers by providing timely updates within 12 hours and resolving issues related to shipment delays or document errors, which improved client satisfaction and fostered loyalty.
- Maintained a 98% accuracy rate in document preparation, reducing errors and ensuring regulatory compliance for shipments to global destinations, which further reinforced the company's reputation for reliability.



## Work Experience

01/2018 – 09/2024  
Dammam, Saudi Arabia

### Logistics specialist Sinsina Industrial Works

- Assist in managing import and export documentation for sea and land shipments.
- Coordinate with customers to ensure timely order processing and delivery follow-up.
- Prepare and follow up on inquiries, quotations, invoices, and delivery notes.
- Help maintain accurate records of shipments and logistics operations.
- Freight Inquiry with multiple forwarders.
- Deal with FASAH system and SABER certificate

01/2016 – 01/2017  
Al Jubail, Saudi Arabia

### Administrative assistant Sinsina Industrial Works

- Managed executive calendars, scheduled meetings, and coordinated travel arrangements for senior leadership team.
- Organized and maintained electronic and physical filing systems, ensuring efficient retrieval and storage of important documents.
- Prepared and proofread correspondence, reports, and presentations, ensuring accuracy and professionalism in all communications.
- Assisted with event planning and coordination, including logistics, vendor communication, and on-site support for company functions and meetings.



## Skills

### SKILLS

Negotiation skills  
**Professional**

Vendor management  
**Professional**

Data analysis  
**Professional**

Strategic sourcing  
**Professional**

Proficient in Microsoft Office  
**Professional**

Strong organizational skills  
**Professional**

Excellent communication abilities  
**Professional**

Attention to detail  
**Professional**

Supply chain management  
**Professional**

Inventory control  
**Professional**

Team leadership  
**Professional**

Logistics operations  
**Professional**

Document preparation  
**Professional**

Compliance with international trade regulations  
**Professional**

Customs clearance  
**Professional**



## Certificates

05/2024

### CMI Level 5 Diploma in Management and Leadership Chartered Management Institute