
MOHAMMAD MARZOUK

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PROFESSIONAL SUMMARY

Well-qualified Logistics assistant proficient in handling complex customer issues and promoting positive experiences. Efficiency-driven and organized with team-oriented mentality and dedication to customer satisfaction, business goals and sales excellence. Skilled in coordinating documentation and handling payments.

WORK HISTORY

Logistics Assistant, 04/2021 – Current

Alsudais for trading and logistics – Riyadh, Riyadh Region

- Arranged timely transport of hazard materials between 12 locations.
- Managed deliveries of petroleum products to 7 client sites.
- Managed drop-off schedules for 75 deliveries of crude oil in 3 days.
- Updated logs, trips and deliveries records on micro. Dynamics 365 Business Central.
- Built effective relationships with Saudi electricity company customers and Aramco suppliers.
- Completed and filed paperwork for reporting and administrative purposes.
- Communicated clearly with people at different levels in fast-paced environment.
- Coordinated timely transportation of materials to meet customer needs.

SKILLS

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|-----------------------------|-------------------------------|
| • Time management | • Supplier onboarding process |
| • Delivery scheduling | • Operational problem solving |
| • Supply chain optimization | • Project support |
| • Fleet management | |

EDUCATION

Diploma of Higher Education: CPC MANGER DIPLOMA, 10/2021 – 03/2022
IRU ACADEMY - Riyadh

Diploma of Higher Education: Logistics and transport, 08/2021 – 02/2022
The Chartered institute of Logistics and Transport - Riyadh

Bachelor of Business Administration: Public Relations, 02/2016 – 12/2020
Imam Mohammad Ibn Saud Islamic University - Riyadh

LANGUAGES

Arabic

Native