

RESUME

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OBJECTIVE

To get a challenging suitable position in professional and team oriented business environment that will help me to utilize my management and professional skill with career growth opportunities.

WORKING EXPERIENCE

Find ways Shipping Company.	
Riyadh, Kingdom of Saudi Arabia,	
<u>Operation & Sales Manager Freight Forwarding</u>	2022 to Date

- Manage inventory as well as warehouse, transportation, and Shipments processes
- Manage corporate clients and their sales , make sure to meet the targets of company.
- Develop new strategies to streamline processes and reduce cost
- Ensure that quality, quantity, customer satisfaction, and financial commitments are met
- Perform metrics reporting and data analysis tasks to identify issues and opportunities for process improvements
- Partner and communicate with manufacturers, suppliers, and customers
- Manage and develop logistics staff
- Manage and arrange all types of shipment By Air / by Sea / By Land .
- Arranging all type of documents / customs clearance / transportations of shipments..
- Review shipping notices, bill of lading, invoices, and orders to determine shipping priorities, work assignments, and shipping methods required to meet shipping needs..
- Provide leadership and guidance to ensure the team develops and attains critical and key performance indicators and metrics.
- Coordinate daily activity to track location and movement of Company trucks. Provide reports to internal and external customers as required.
- Resolve customer problems & complaints to ensure customer satisfaction.
- Create & develop innovative ways of streamlining the operations processes wherever possible within the guidelines of customer requirements & team goals.
- Plans and schedules workflow (weekly forecast) for each related department and operations & Sales team.
- Manages logistic incident investigations and implements corrective action measure in line with job responsibilities and results of investigation.
- Monitoring employee's performance and attendance.

JIT – Ex Complete Logistics Solutions.	
Riyadh, Kingdom of Saudi Arabia,	
<u>Operation & Sales Manager Freight Forwarding</u>	2020 to 2022

Responsibilities:

- Manage and arrange all types of shipment By Air / by Sea / By Land .for our customers from any part of the world.
- Arranging all type of documents / customs clearance / transportations of shipments..
- Review shipping notices, bill of lading, invoices, and orders to determine shipping priorities, work assignments, and shipping methods required to meet shipping needs.
- Follow the Project site and management team progress against internal and external objectives.
- Provide a communication network between direct reports and middle and upper management.
- Monitor emails, calls to improve quality of service, minimize errors, and track performance.
- Provide leadership and guidance to ensure the team develops and attains critical and key performance indicators and metrics.
- Overseeing all inbound and outbound orders including Controlling material for receipt, issue, and shipment.
- Resolve customer problems & complaints to ensure customer satisfaction.
- Heck operation status report for daily shipments and future shipments to establish production levels required to meet shipping date.
- Plans and schedules workflow (weekly forecast) for each related department and operations team.
- Manages logistic incident investigations and implements corrective action measure in line with job responsibilities and results of investigation.
- Organize staffing, including shift patterns and the number of staff required to meet demand.
- Review statistics and performance levels reports on a daily basis.
- Set and communicate strategic direction or course correction in order to ensure service levels and quality metrics are met.

Sanoon Alibdah Shipping Co .	
Riyadh, Kingdom of Saudi Arabia,	
<u>Operation & sales Manager Freight Forwarding</u>	Jan 2017 to 2019

Responsibilities:

- Manage and arrange all types of shipment By Air / by Sea / By Land. for our customers from any part of the world.
- Arranging all type of documents / customs clearance / transportations of shipments.
- Review shipping notices, bill of lading, invoices, and orders to determine shipping priorities, work assignments, and shipping methods required to meet shipping needs.
- Follow the Project site and management team progress against internal and external objectives.
- Provide a communication network between direct reports and middle and upper management.
- Monitor emails, calls to improve quality of service, minimize errors, and track performance.

- Provide leadership and guidance to ensure the team develops and attains critical and key performance indicators and metrics.
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- Heck operation status report for daily shipments and future shipments to establish production levels required to meet shipping date.
- Plans and schedules workflow (weekly forecast) for each related department and operations team.
- Manages logistic incident investigations and implements corrective action measure in line with job responsibilities and results of investigation.
- Organize staffing, including shift patterns and the number of staff required to meet demand.
- Review statistics and performance levels reports on a daily basis.
- Supervising the overall safety procedure at Project site, liaising with offshore operations and PMT, daily to ensure continuity of works and to report on progress.
- Set and communicate strategic direction or course correction in order to ensure service levels and quality metrics are met.
- Monitoring employee's performance and attendance.

Sanoon Alibdah Shipping Co.	
Riyadh, Kingdom of Saudi Arabia,	
<u>Asst Manager Sales & Marketing</u>	Mar 2015 to Dec 2017

Responsibilities:

- Compile the marketing strategies and business plans.
- Maintaining a working knowledge of services offered throughout the company and liaising with other departments.
- Attending in-person meetings with senior level executives for the purpose of Prospecting new business & identifying key project needs.
- Strengthening current business ties by coordinating meetings between Project clients / potential clients or other key individuals.
- Assisting in developing proposals for new initiatives in response to internal or external triggers.
- Helping to review, develop & follow up on agreements, contract terms and conditions with partners.
- Performing other responsibilities associated with this position as may be appropriate.

SEDRES MARITIME CO. LTD,

Jubail, Kingdom of Saudi Arabia,

Operations & Sales Executive

Feb 2013 to Dec 2015

Operations executive responsible for promoting the company's capabilities and assisting in building & developing strategic relationships with clients and partners. Explore for the new freight forwarding projects market opportunities and aid in the procurement and establishment of partnerships as well as risk evaluation of such engagements. Responsibilities also include assisting in developing & reviewing initiatives & business plans for Oil & Gas Projects which contributes to the overall growth of the organization.

Responsibilities:

- Maintaining a working knowledge of services offered throughout the company and liaising with other departments.
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- Strengthening current business ties by coordinating meetings between Project clients / potential clients or other key individuals.
- Assisting in developing proposals for new initiatives in response to internal or external triggers.
- Helping to review, develop & follow up on agreements, contract terms and conditions with partners.
- Performing other responsibilities associated with this position as may be appropriate.

ACADEMIC QUALIFICATION

- ✓ S.S.C. (Science) from Pakistani International School Riyadh
- ✓ H.S.S.C (Commerce) from Pakistani International School Riyadh
- ✓ Graduation (Commerce) from PIMSAT University Karachi.

SELF APPRAISALS"

- ❖ Have a good knowledge to work in MS-DOS / Windows and MS-Office. In MS-Office I can work easily in Outlook , Word, Excel, Power Point, and others windows packages without any hesitation.
- ❖ Self-motivated with a desire of continuous learning.
- ❖ Capable of working effectively for long hours & honor deadlines.
- ❖ Versatile and able to pursuit with task until objectives and achieved.

❖ Good communicative skills, administrative & organized skills..

PERSONAL INFORMATION

Date of Birth : 19th, Nov 1980

Nationality : Pakistani.

Religion : Islam

Status : Married

Driving license: Valid Saudi Driving license

Languages : Urdu, English and Arabic.