

MOHAMMED OSMAN MOHAMMED ELESAID

CONTACT

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LANGUAGES

- **Arabic** Native
- **English** Fluent

SKILLS

- Adaptive and fast learner
- Ability to work in a team and individually
- Goal-Oriented
- Affective interpersonal and communications skills
- Multitasker, Agile Minded, and Problems Solver

COMPUTER SKILLS

- Microsoft 365 "office" Excel, Word, PowerPoint, Outlook
- Advance in data analysis & visualization
- ERP systems (SAP, Oracle, Odoo)

COURSES

- Supply Chain Operations Management
- Strategic Planning

WORK EXPERIRNCE

LOGISTICS/OPERATIONS MANAGER, Since January 2022 to 31 July 2025

FARHA INTERNATIONAL SERVICES CO. LTD DAMMAM 2nd industrial area, Eastern, Saudi Arabia

- Planning and monitoring inbound and outgoing deliveries.
- Supervising the shipment process and ensuring delivery times
- Supervising warehouses, processing shipments, transportation and customer services.
- Collaborate with other departments to improve logistical services and ensure customer satisfaction.
- Responding to issues/complaints.
- **Managed logistics, operations, and customs clearance teams.**

SENIOR LOGISTICS OFFICER From February 2021 to December 2021

FARHA INTERNATIONAL SERVICES CO. LTD DAMMAM 2nd industrial area, Eastern, Saudi Arabia

- Receive shipment papers (emails or manuals) from customers to start customs clearance process.
- Enter it into the company's record-keeping system.
- Contact the customers to obtain any necessary documentation regarding their shipments.
- Revise the reports in accordance with shipments current status.
- Make sure to issue all the demand documents on time.
- Requesting payments on time to avoid any additional charges due to the delay in payment.
- make sure shipments are delivered to customers as per their request and in good condition.
- Daily reporting to customers and managers.

PROJECT SUPERVISOR From October 2020 to January 2021

INTEGRATED PREMIUM PROUDCY CO. Khobar, Eastern, Saudi Arabia

- Build an insulation plan for operational teams.
- Checking materials from Tarshid: National Energy Services Company (NESCO).
- Review daily land installations and compare them to the plan.

INSTALLATION SUPERVISOR From June 2020 to Sep 2020

INTEGRATED PREMIUM PROUDCY CO. Khobar, Eastern, Saudi Arabia

- Receive the installation plan form the project supervisor.
- Distribute the plan on the teams under
- Distribute the plan to teams under my supervision.
- Fill the installation report and send it to the project supervisor.

SUPPLY CHAIN OFFICER – WAREHOUSE SUPERVISOR - CRIDIT CONTROLLER – ADMINISTRATIVE SECERTARY

From February 2012 to June 2019 October
MAZEN M. AL SAEED PRINTING & PACKGING SUPPLIES Co. LTD DAMMAM

SUPPLY CHAIN OFFICER

- Planning delivery schedules.
- Ensuring stores have enough stock.
- Contacting suppliers and ensuring they have enough inventory to meet demand.
- Monitoring stock levels
- Fill the installation report and send it to the project supervisor.
- Prepare the requirement documents and SABER certificate.
- Monitoring the supplies arrival and condition.

WAREHOUSE SUPERVISOR

- Track inventory levels.
- Shipping/receiving goods & materials.
- Order new supplies from other branches in a timely manner.

- Ensure that facility equipment is properly maintained.
- Train, guide and evaluate new warehouse workers.
- Verify orders and track shipments.
- Record all warehouse data.
- Perform weekly inspections of the warehouse.
- Constantly work to improve processes.

CREDIT CONTROLLER

- Communicating with clients.
- Dealing with internal payment-related inquiries.
- Ensuring timely payment from customers.
- Reducing debtor days and pursuing debt by phone and email.
- Processing reminder letters and monthly statements.
- Posting daily receipts to accounting systems.
- Provide accounting information to internal departments.
- Resolving client inquiries.
- Preparing monthly reports.

ADMINISTRATIVE SECERTARY

- Read and analyses incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve corporate documents, records, and reports.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Prepare agendas and make arrangements for committee, board, and other meetings.
- Make travel arrangements for all employees.
- Conduct research, compile data and prepare papers for consideration and presentation by executives, committees, and boards of directors.
- Attend meetings in order to record minutes.
- Meet with individuals, special interest groups and others on behalf of executives, committees, and boards of directors.
- Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Interpret administrative and operating policies and procedures for employees.
- Responsible for the mail movement in the company and its budget.

EDUCATION & CERTIFICATES

Bachelor of INFORMATION TECHNOLOGY

NATIONAL RIBAT UNIVERSITY KHARTOUM

From June 2006 to October 2009

Second class honour-Division one