

# Saeed Al Zahrani

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Location: Dammam, Saudi Arabia.

## Professional Summary.

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Results-driven Logistics & Operations Professional with a Logistics Diploma and 1 year and half of experience in logistics management, supply chain coordination, and process optimization. Proven ability to streamline workflows, lead teams, and enhance operational efficiency. Bilingual (English & Arabic) with strong problem-solving and organizational skills.

## EDUCATION.

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Saudi logistics academy | Riyadh

Diploma in supply chain management and logistics | 2021-2022.

## PROFESSIONAL EXPERIENCE.

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Jahez Company

Logistic support assistant

- **Order Issue Resolution:** Addressed and resolved customer order discrepancies, ensuring smooth delivery operations.
- **Payment Collection:** Managed cash reconciliation and timely collection from delivery agents, maintaining accurate financial records.
- **Agent Verification & Onboarding:** Screened and onboarded new delivery agents, ensuring compliance with company standards.
- **Data Management:** Updated and maintained agent records in the company's system for operational efficiency.
- **Performance Monitoring:** Tracked high-performing agents based on delivery targets and company KPIs.
- **Asset Auditing:** Conducted regular inspections of company-provided equipment (e.g., devices, uniforms) to prevent misuse or loss.

## Skills

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- Customer service orientation.
- Proficiency communication skills.
- Microsoft office.
- Inventory management.