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AL Khobar Dammam

SKILL,

- Organizational skills
- Communication skills
- Problem-solving abilities
- Attention to detail
- Inventory management
- Time management
- Negotiation skills
- Analytical thinking
- Proficiency in logistics software (ERP, WMS, TMS)
- Microsoft Excel proficiency
- Knowledge of transportation and shipping procedures

EDUCATION: -

- BSC Computer Science
- DAE Electrical Engineer (3 year)
- DIT Information Technology
- Nebosh IGC
- First Aid and CPR

LANGUAGES,

- ENGLISH,
- URDU
- ARABIC

LOGISTIC OFFICER

SUMMARY

A Logistics Officer is responsible for overseeing and managing the supply chain operations of an organization. This includes planning, coordinating, and monitoring the movement and storage of goods, materials, and equipment to ensure efficient and timely delivery. They work closely with suppliers, transport companies, warehouse staff, and internal departments to meet operational requirements.

EXPERIENCE: -

COMPANY: - SUROOH AL JAZEERA GROUP (SJ)

JOB TITLE: - Logistic Officer

**JOB PLACE: - AL KHOBAR
(GENERAL SERVICES)**

WORKING PERIOD: - 01 JAN 2025 TO Till Now

COMPANY: - SAUDI ARABIAN BAYTUR (SAB)

JOB TITLE: - Logistic Officer

**JOB PLACE: - - Alwajh, Tabuk Saudi Arabia.
(AMAALA YATCH CLUB)**

WORKING PERIOD: - FEB 2022 TO DEC 2024

COMPANY: - SAUDI ARABIAN BAYTUR (SAB)

JOB TITLE: - Logistic Officer

**JOB PLACE: - Jeddah Thuwal Saudi Arabia
(KAUST Harbor Building Rectification)**

WORKING PERIOD: - JAN 2020 TO FEB 2022

JOB RESPONSIBILITY: -

- Managing inventory and ensuring adequate stock levels
- Coordinating transportation and delivery of goods
- Developing and implementing logistics strategies
- Monitoring supply chain performance
- Ensuring compliance with regulations and safety standards
- Maintaining accurate records and documentation
- Liaising with vendors, clients, and internal teams
- Coordinate transportation schedules and routes
- Track incoming supplies and ensure quality and quantity are as per requirements
- Negotiate rates and service terms with third-party providers
- Prepare logistics reports, shipping documentation, and compliance records
- Address delays, shortages, damages, and emergency supply needs
- Operate ERP or logistics management software (e.g., SAP, Oracle, WMS)
- Track shipments and update logistics databases
- Analyze supply chain data to identify areas of improvement.