

# MUHAMMED FAZIL

Dammam, Saudi Arabia

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## PROFESSIONAL SUMMARY

Procurement and Operations professional with hands-on experience in supply chain coordination, vendor management, and logistics operations within the GCC. Proven ability to support procurement activities, follow up purchase orders, coordinate deliveries, and ensure accurate documentation and compliance. Strong skills in supplier coordination, warehouse liaison, shipment tracking, and operational reporting. Proficient in Advanced Excel, ERP systems, and Gulf VAT procedures. Currently pursuing an MBA in Supply Chain Management.

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## CORE SKILLS

- Procurement Support & PO Follow-up
  - Vendor Coordination & Supplier Management
  - Operations & Supply Chain Coordination
  - Logistics & Shipment Tracking
  - Warehouse Receiving & Dispatch Coordination
  - Documentation, Invoicing & Reporting
  - Cost Control & Order Tracking
  - Advanced MS Excel
  - ERP / Tally ERP 9
  - Gulf VAT Knowledge
  - Communication & Team Collaboration
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## PROFESSIONAL EXPERIENCE

### Operations Coordinator

**Saudi Global Tradeline Company** – Dammam, Saudi Arabia

2022 – Present - Coordinated day-to-day operations to ensure smooth workflow and timely task execution. - Followed up on purchase orders, supplier communications, and delivery schedules. - Managed shipment tracking, logistics documentation, and dispatch coordination. - Supported procurement activities including order processing and vendor follow-ups. - Prepared operational reports and maintained accurate records for management review. - Coordinated with warehouse teams for receiving, storage, and dispatch of materials. - Ensured compliance with company and client requirements and resolved operational issues promptly.

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## Logistics Coordinator

**Aiwa Shipping & Logistics** – Cochin, India

2021 – 2022 - Coordinated the delivery of large shipment orders to more than 15 customers efficiently. - Managed domestic shipment logistics including scheduling and documentation. - Developed and maintained strong relationships with vendors to ensure service quality and cost efficiency. - Supported end-to-end logistics operations to meet customer timelines.

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## Operations Assistant (Part-Time)

**Kerala Roadways Parcel Service Pvt. Ltd.** – Cochin, India

2020 – 2021 - Trained in parcel service operations and organizational procedures. - Assisted in carrying and forwarding operations for multiple clients. - Coordinated receiving of goods from factories and customer locations. - Processed shipment orders received from main clients. - Arranged dispatch of goods as per client instructions through company or authorized transporters.

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## EDUCATION

**MBA – Supply Chain Management** (*Ongoing*)

Liverpool Business School

**Bachelor's Degree – Logistics Management**

University of Calicut, Kerala, India | 2018 – 2021

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## CERTIFICATIONS

- Logistics Management – National Skills Qualification Framework (NSQF) Level 5  
*Logistics Sector Skill Council*
  - Advanced MS Excel
  - Tally ERP 9
  - Gulf VAT  
*Synergy School of Business Skills, Kerala, India*
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## ACTIVITIES & INTERESTS

- Reading Books
- Football