
SUMMARY

Detail-oriented and highly motivated Logistics Specialist with over 3 years of hands-on experience in supply chain operations, including sea, air, and land freight logistics. Holder of a Diploma in Supply Chain Management and Warehouse Administration. Demonstrated expertise in ERP systems, inventory control, and logistics coordination. Additionally experienced in sales, with a strong customer service mindset and a proven ability to support business growth through effective communication and problem-solving.

WORK HISTORY

Logistics supervisor | September 2022 – October 2024

United Lube Oil Company - Jubail, Eastern Province

- Managed daily logistics operations for international and domestic shipments (land).
- Coordinated with customs brokers, and internal departments to ensure smooth shipment processes.
- Oversaw inventory levels and ensured accurate stock records through ERP systems.
- Prepared shipping documents (COO).
- Reduced delays through proactive shipment tracking and communication.
- Created daily tracking and monthly summary reports for outbound shipments, providing insights to management.

Sales Assistant | September 2022 – October 2024

United Lube Oil Company - Jubail, Eastern Province

- Handled client accounts, conducted product presentations, and closed sales deals.
- Maintained strong relationships with customers to ensure high satisfaction and repeat business.
- Handled preparation of shipping documents such as commercial invoices.

Data Entry | March 2020-October 2021

ArcelorMittal - Wosool Transportation & Logistics - Jubail, Eastern Province

- Managed daily logistics operations for international and domestic shipments (sea and air).
- Coordinated with freight forwarders, customs brokers, and internal departments to ensure smooth
- Present a daily report for the cargoes (arrived /not arrived / pending).

SKILLS

- Logistics Coordination (Air, Sea, Land).
- ERP Systems (Oracle, Orion) Advanced Level.
- Customer Service & Relationship Management.
- Problem-Solving.

EDUCATION

- Diploma in supply chain and warehouse management. - King Faisal University
- IOSH-OHSA certificate – professional point Institute.
- Bachelor of special Education - Majoring in hearing disability - King Faisal University

LANGUAGES

Arabic: fluent

English: fluent