

SALEM EYDAH ALSAYARI

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CAREER OBJECTIVE

I aspire to join a professional team as a Logistics Officer, where I can leverage my knowledge and experience in supply chain management, logistics planning, and operational coordination to enhance operational efficiency, ensure timely deliveries, and support the achievement of the organization's strategic goals, while upholding the highest standards of quality and accuracy.

EDUCATION

Diploma in Logistics Management and Supply Chain | February 2024

GPA: 4.08 out of 5

Technical and Vocational Training Corporation

Riyadh , Saudi Arabia

EXPERIENCES

Logistics & Warehouse Assistant

Tasnee - (National Batteries Company)

January 2025 - June 2025

- Coordinate logistics activities with suppliers and freight forwarders.
- Verify that received materials match the packing lists and purchase orders.
- Track the status of inbound and outbound shipments.
- Monitor the shipping and export operations of goods.
- Organize storage locations to facilitate material handling and shipping.
- Monitor inventory levels.

Storekeeper

Dana Al Sharq Manufacturing Factory | August 2020 - April 2022

- Order Follow-up: Track orders via SAP to ensure on-time delivery.
- Inventory Monitoring: Maintain stock levels by creating a file for minimum, safety, and maximum stock.
- Maintenance Report Review: Analyze maintenance department reports on emergency breakdowns and preventive maintenance plans.
- Material Movement Tracking: Monitor fast-moving and immobile stock, generating reports on stagnant inventory and proposing handling methods.
- Material Creation & Classification: Create and classify materials based on item details, country of origin, and part number.
- Warehouse Organization: Arrange materials systematically and ensure shelf locations match SAP records.

PROFESSIONAL CERTIFICATE

- Certified International Supply Chain Manager (CISCM) - IPSCMI.
- Certified International Supply Chain Professional (CISCP) - IPSCMI.
- Warehousing Operations Professional Certificate - Council of Supply Chain Management Professionals (CSCMP).

COURSES

- Managing Logistics – Project Management Institute (PMI).
- Supply Chain and Operations Management – National Association of State Boards of Accountancy (NASBA).
- Inventory and Purchasing Management (Supply Chain) – National Entrepreneurship Institute.

SKILLS

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| • Warehouse Management. | • Inventory Management. | • Work Flexibility. |
| • Operations Control. | • Logistics Coordination. | • Problem-Solving. |
| • Property Inventory. | • Supply Management. | • Communication Skills. |
| • Report Writing. | • Materials Management. | • Microsoft Office. |
| • Record and Invoice Keeping. | • Planning and Organization. | • SAP System. |

LANGUAGES

- Arabic.
- English.