

YUSUF SULEIMAN SUMAILA

Riyadh, Saudi Arabia · ysdsumaila@gmail.com · +966545372838

Warehouse Supervisor · Logistics & Administrative Expert · Learner

EXECUTIVE SUMMARY

I am dedicated pro with over six years of hands-on experience keeping warehouses, logistics, and offices on track. I've cut waste by 15% using ORACLE and managed cross-regional operations-super excited to bring my skills to a vibrant organization and customer service to a lively team.

PROFESSIONAL EXPERIENCE

Warehouse Supervisor

Marble Cuisine, Riyadh, Saudi Arabia

Oct 2024 – April 2025

- Keep Inventory on point for a fast-paced supplier, managing 30+ orders daily and making sure fulfillment and logistics ran like clockwork.
- Use ORACLE to plan stock needs, slashing waste by 15% with smarter inventory control.
- Put together clear reports on stock levels and efficiency to help the team make solid decisions.
- Ensured the warehouse stayed clean and safe, passing every inspection.

Logistics Coordinator & Entrepreneur

Self Employed Business Owner & Farmer, Kano Nigeria

Jan 2018 – Jun 2024

- Run my own farming and trading business, managing deliveries for B2B and B2C clients across Nigeria, with a focus on nailing order processing and fulfillment.
- Coordinate deliveries to local markets and companies, building loyal clients through reliable service and clear communication.
- Cut logistics costs by 10% with smart planning and quick fixes on 50+ acres of farmland.
- Honed my customer services and negotiation skills, earning trust with every deal.

Administrative Support Assistant

Office of the Auditor General, Katsina Nigeria

Nov 2016 – Oct 2017

- Digitize 1000+ financial documents for audits, improving document control and retrieval efficiency.
- Verified financial vouchers with 100% accuracy, supporting administrative operations.
- Enhanced workflow for a team of 10 auditors with daily support tasks.

SKILLS

- **Warehouse Operation:** Inventory management, stock control, ORACLE (ERP), cycle counting, demand forecasting, order processing and safety compliance
- **Logistics Coordination:** Supply chain management, scheduling, vendor management, transportation planning, and process improvement
- **Administrative Expertise:** Records management, Microsoft Office (Excel, Word), data entry, scheduling, document organization, multitasking
- **Soft Skills:** Team leadership, problem-solving, communication, customer service, adaptability, attention to detail, time management

EDUCATION

B.A. – Human Resource Administration 2016

Cambridge International College Affiliate, Khartoum, Sudan

CERTIFICATION & TRAINING

Informa Connect Middle East – Certificate of Attendance HRSE (HR Summit & Expo) KSA 2025

Central Bank of Nigeria – Entrepreneurship Training Certificate 2022

Harvard Business School Online – Business Lesson Course 2020

Harvard Graduate School of Education – Management & Leadership Program 2020

TEF UNDP – Entrepreneurship Mentorship 2019

ETF Community Education Resources Center – IT Certificate 2010

AWARD

Nigeria, **National Honor Award**, Recommended by His Excellency, Chief Olusegun Obasanjo, Former President of Nigeria 2024

PUBLICATION

HR & Business Management System (ISBN: 978-978-978-499-8) 2019

Authored a guide to support students and entrepreneurs in developing business skills

LANGUAGES

English (Advanced) | **Arabic** (Beginner, actively improving proficiency)