



Ashraf Mahmoud Sharif

EMPLOYMENT HISTORY

August 2020 - Current

Logistics In-Charge NAFFCO for Fire Fighting Systems Co. | Riyadh, KSA

- Lead and manage daily logistics operations for firefighting systems and safety products, ensuring on-time deliveries across project sites.
- Coordinate closely with the warehouse, procurement, and transport teams to streamline dispatch processes and reduce delivery delays.
- Supervise logistics staff, monitor KPIs, and maintain compliance with internal operational standards.
- Achieved service time and quality targets.
- Built and maintained courteous and effective working relationships.
- Resolved customer queries and problems using effective communication and providing step-by-step solutions.
- Trained and mentored employees to maximise team performance.
- Cost saving in shipping and transportation

August 2018 - August 2020

Logistics Supervisor NAFFCO for Fire Fighting Systems Co. | Riyadh, KSA

- Oversaw logistics workflow including shipment planning, fleet coordination, and delivery tracking.
- Supported the implementation of improved scheduling processes that minimized order delays.
- Prepared and managed logistics documentation, delivery notes, and reports for all outgoing goods.
- Arranging freight forwarder for all shipments.
- Arranging the required approval, certificates and shipping documents for customs clearance.
- Coordinate with broker for customs clearance.
- Arranging SABER and FASEH for DG cargo.

August 2013 - August 2018

ELV & Logistics Coordinator NAFFCO for Fire Fighting Systems Co. | Riyadh, KSA

- Coordinated ELV and safety product orders with logistics and sales teams, ensuring timely processing and delivery.
- Managed communication between sales and warehouse to track order status, inventory availability, and dispatch timelines.
- Prepared sales orders and delivery schedules while supporting clients on logistics-related queries.

April 2009 - August 2012

Logistics Administrative Assistant FINAS LTD Company | Riyadh, KSA

- Provided administrative support to logistics and operations teams, assisting with dispatch documentation, vehicle scheduling, and records management.
- Maintained shipment files, prepared correspondence, and supported daily logistics coordination activities.
- Helped streamline internal communication between departments handling stock, delivery, and procurement.

March 2008 - March 2009

Logistics & Purchase Coordinator Al-Rassam Trading Group | Riyadh &

📍 Riyadh, KSA

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SUMMARY

Experienced logistics and supply chain professional with over 15 years of progressive responsibility in managing transportation, delivery coordination, and administrative support across the fire protection and trading industries. Demonstrates a strong ability to streamline logistical operations, enhance delivery performance, and coordinate effectively across departments. Skilled in route planning, dispatch control, documentation, and client communication. Currently pursuing advanced academic qualifications in logistics to further strengthen operational knowledge and industry readiness.

CORE COMPETENCIES

- Logistics & Operations*
 - * End-to-End Logistics Management
 - * Route Planning & Delivery Scheduling
 - * Inventory Coordination & Dispatch Oversight
 - * Shipment Documentation & Customs
 - * Warehouse Collaboration
 - * Microsoft Office & Basic ERP Systems
- Process Coordination
 - * Cross-Functional Team Support
 - * Delivery Follow-Up & Tracking
 - * Vendor/Client Liaison
 - * Order Management & Fulfillment
- Soft Skills

- * Communication & Time Management
- * Calm Under Pressure
- * Quick Problem Solving
- * Leadership & Team Coordination

Madinah, KSA

- Coordinated service and product deliveries for projects, including route planning and technician dispatch.
- Ensured proper handover of goods and equipment at client sites and maintained delivery logs.
- Ordering materials from the main warehouse as per customer request and ensuring their timely delivery.

EDUCATION AND QUALIFICATIONS

2025

Diploma | Logistics and Supply Chain Management
Saudi Electronic University, Riyadh, KSA

2024

Course | Logistics and Supply Chain Management
Al-Masar Training & Technical Center, Riyadh, KSA

2008

Bachelor of Business Administration | Business Administration
Sudan University for Science and Technology, Khartoum, Sudan

LANGUAGES

English: C2
Proficient

Arabic: C2
Proficient

PERSONAL INFORMATION

- Date of Birth: 1986-10-22
- Nationality: Sudanese
- Marital Status: Married