

KHALED FATHY

Supply Chain Logistics Officer

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Jeddah, Saudi Arabia



SUMMARY

I am an expert in Supply chain management. During the last fifteen years, I have worked in several positions in Warehousing, Logistics, Inventory, and Procurement, which has given me the experience to optimize supply chain operation management and reduce cost. I have a passion for optimizing learning through obtaining new opportunities and challenges.

EXPERIENCE



11/ 2022

Supply Chain Logistics Officer

Bakheet Company for Machinery

Jeddah, Saudi Arabia

- Implement the international purchasing cycle with suppliers.
- Optimize the shipping and logistics process with freight forwarders
- Overseeing customs clearance with customs brokers and shipping agent.
- Execution of all documentation at SABER, FASAH, and Customs sites.
- Coordinating with warehouse staff and other departments to ensure proper storage and distribution of products
- Preparing reports on purchases, costs, and market trends



05/2015 -11/2022

Warehouse Operation Manager

Bakheet Company for Machinery

Jeddah, Saudi Arabia

- Overseeing daily warehouse operations including receiving, storage, picking packing, and shipping
- Managing and developing warehouse staff, including hiring, training, scheduling, and performance evaluations
- Implementing and maintaining safety protocols, quality control standards, and operational procedures
- Optimizing warehouse layout and inventory management systems
- Coordinating with other departments (sales, purchasing, transportation) to ensure efficient operations
- Analyzing performance metrics and implementing improvements to increase productivity
- Maintaining equipment, ensuring compliance with regulations, and managing maintenance schedules
- Preparing reports on warehouse performance, costs, and efficiency metrics



12/2013 – 05/2015

Inventory Controller Accountant

El-Garawi Car Maintenance Company

📍 Qaseem, Saudi Arabia

- Monitor orders and check them against stock and inventory records.
- Coordinating stock counts
- Planning and forecasting ordering of inventory items
- Monitoring inventory levels and planning delivery schedules
- Creating reports and analyzing performance against key performance indicators



07/2010 – 11/2013

Assistant Warehouse Manager

Universal Auto Parts Company

📍 Cairo, Egypt

- Make sure data in the company's computer system are accurate
- Responsible for working with the Warehouse Manager to ensure accurate and timely shipping and receiving of all spare parts and checking with the backing list
- Accounting all physical inventories, audit reports, reconciling computer data with the physical counts taken, and reporting on errors found
- Suggest ways to reduce errors in inventory accuracy
- Auditing daily sales reports and negative inventory reports locating discrepancies in data
- Estimating and managing the cost for parts of the service



01/2008 – 07/2010

Stock Controller

Universal Auto Parts Company

📍 Cairo, Egypt



06/2006-01/2008

Accountant

Mohammed Mouawad Chartered Accountant Office

📍 Cairo, Egypt

EDUCATION



10/2002 – 5/2006

Bachelor of Commerce

Ain Shams University

📍 Cairo, Egypt

LANGUAGES

Arabic

Native

English

Advance



SKILLS

Team Leader - Microsoft ERP365 Dynamic - Solving Problems – advanced Excel -Negotiation – Decision-making