



MUHAMMAD RIZWAN

SUPPLY CHAIN & LOGISTICS SPECIALIST

CONTACT

+966 581 919 283

rizwan.ipspk@gmail.com

6994, Sumaiyah Bint Khayat Road, Jeddah, Saudi Arabia

EDUCATION

2012 – 2014

THE UNIVERSITY OF LAHORE

- Bachelor of Business Administration (BBA)

SKILLS

- International Product Sourcing & Supplier Negotiation
- Client Relationship Management
- Cross-Border Logistics (China, Europe, GCC)
- Freight Coordination (Sea & Air)
- Import Customs Documentation & Clearance
- SASO/SABER Certification (PCOC, SCOC, WEL, IECC etc.)
- Time Management
- Leadership
- Effective Communication

LANGUAGES

- English (Professional proficiency)
- Urdu (Native)
- Arabic (Basic Communication)

WORK AUTHORIZATION

- Transferable Iqama
- Ready to Relocate within KSA
- Valid Driving License (KSA)

PROFILE

Experienced and results-oriented Supply Chain & Logistics Specialist with over 5 years of hands-on experience in international procurement, freight coordination, and import customs clearance. Strong expertise in product sourcing, vendor negotiation, quality inspection, and end-to-end shipment handling. Skilled in SABER documentation (PCOC, SCOC, WEL, IECC etc.) for multi-origin compliance, and well-versed in coordinating with shipping agents and customs brokers. Known for delivering operational efficiency, timely deliveries, and strong supplier relationships across diverse supply chain networks.

WORK EXPERIENCE

Elite SCM Network FZC LLC

Supply Chain & Logistics Specialist

2024 – PRESENT

- Oversee end-to-end supply chain operations, including procurement, logistics planning, import clearance, and distribution across Saudi Arabia and GCC.
- Manage product sourcing and vendor negotiations for building materials (Sanitary Ware, Lighting, Furniture) from China and Europe.
- Coordinate international freight operations (Sea & Air), securing competitive shipping rates and ensuring on-time deliveries.
- Prepare and process import documentation (BL, Commercial Invoice, Packing List) and handle customs clearance efficiently.
- Administer SABER compliance documentation (PCoC, SCoC, WEL) for multi-origin shipments from Germany, Italy, and Spain.
- Handle supplier payments and banking transactions in China to ensure smooth procurement cycles.

Smart Innovations (Private) Limited

Logistics Supply Chain Specialist

2020 – 2024

- Planned and executed international supply chain operations for building material imports to Saudi Arabia, UAE, and Pakistan.
- Managed supplier sourcing, sample arrangements, and quality inspections for products from China and Europe.
- Negotiated with vendors and freight forwarders to optimize pricing and logistics costs.
- Coordinated loading plans and shipment tracking to ensure timely delivery and compliance with client requirements.
- Prepared import/export documents and worked with customs brokers for smooth clearance processes.
- Supported SABER certification procedures and collaborated with banks for I-Form creation and international payment settlements.

REFERENCE

Mian Laeeq Ur Rehman

Elite SCM Network. / Director

Phone: +971 54 426 1301

Email: laeeq@elitescm.ae

M Zeeshan Shahzad

Smart Innovations. / CEO

Phone: +971 54 374 1351

Email: mzs@smartinnovations.ae