



Salman Saeed

Operations Specialist

Detail-oriented and goal-driven Operations Specialist with over 10 years of experience in logistics, project management, and operations coordination. Proven track record of improving efficiency, reducing costs, and leading teams to achieve organizational objectives. Skilled in logistics management, inventory control, and data analysis, with a strong ability to solve complex problems and deliver results under pressure.



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WORK EXPERIENCE

Operations Specialist

SAB Express LLC (Ex-Licensee of FedEx)

05/2019 - Present

Dammam, Saudi Arabia

Key Responsibilities

- Liaise between customer and management to ensure smooth operations delivery
- Reviewing and managing import invoices
- Work closely with classification team as it relates to the request & receipt Harmonized Tariff Schedule codes
- Monitor and track critical shipments and resolve problems when necessary
- Review and manage inbound shipments for customs clearance formalities. Ensure the accuracy and integrity of data with customs brokers
- Assist clearance team with custom declaration
- Ensure compliance with company standards & procedures
- Managing and preparing financial reports for senior management

Operations Manager

Bait Ul Al Peshawari

06/2016 - 05/2019

Dammam, Saudi Arabia

Key Responsibilities

- Managed inventory, stock and supply items
- Managed a team of 20+ employees, optimizing staff scheduling and payroll processes
- Reduced inventory costs by 12% through efficient stock management and supplier negotiations
- Developed and implemented a POS system that increased total sales by 15% within the first 6 months
- Responsible for ensuring that the schedules are correctly implemented and that jobs are assigned effectively and completed properly

Operations Supervisor

TCS Express & Logistics Peshawar

10/2013 - 01/2016

Peshawar, Pakistan

Key Responsibilities

- Responsible for all daily, weekly, and monthly production activities within warehouse operations
- Prepares and distributes various reports needed for normal day to day operations
- Supervised a team of 10+ employees, achieving a 95% on-time delivery rate for critical shipments
- Streamlined warehouse operations, reducing monthly operational errors by 20%
- Assist Operations Manager on special projects as required



SKILLS

Logistics & Warehouse Management

Project Management

Inventory Management

Data Analysis

MS Visio

MS Project

Teamwork

Reporting & Troubleshooting

Calm under pressure



LANGUAGES

English

Full Professional Proficiency

Arabic

Professional Working Proficiency



CERTIFICATES

Supply Chain Foundations: Project Management

Associate Member - SOCPA

Environment & Social Management Plan (ESMP)

Microsoft Office Suite



WORK EXPERIENCE

Project Coordinator

SMEDA,PU ERKF (Economic Revitalization of KP and FATA)Funded MDTF World Bank

02/2012 - 10/2013

Peshawar, Pakistan

Key Responsibilities

- Coordinated a World Bank-funded project with a budget of \$20M, ensuring timely delivery of all project milestones
- Communicating with project manager to report on project status
- Gathers all project information : schedules, data requests, assignments, tasks, and project meetings
- Monitored project spending, identifying cost-saving opportunities that resulted in a 10% reduction in budget overruns
- Facilitated communication between stakeholders, ensuring 100% compliance with project timelines

HR/Admin Office

FOZAN Pharmaceutical(Pvt)Ltd Peshawar

01/2011 - 02/2012

Peshawar, Pakistan

Managed HR and administrative functions, including payroll, personnel records, and compliance with company policies



TRAINING

Environment & Social Management Plan (ESMP)

(Monitor social and environmental effects of the sub project, Recommend safety and mitigation measures)

Microsoft Office Suite



EDUCATION

Master in Project Management MPM

Abasyn University Peshawar

3.1

BBA (Hon's) HRM

CECOS University Peshawar

3.0