



# Abdul Saleem Abdul Jabbar

Operations / Purchasing / Logistics / Administration



[abdsaleem2573@gmail.com](mailto:abdsaleem2573@gmail.com) / [asaleem36a@gmail.com](mailto:asaleem36a@gmail.com)



+966 573315760



asaleem1973



Jeddah, KSA

## PROFILE

A professional executive with immense and constructive 27+ years' experience, which comprises consistent service at 2 leading companies in Saudi Arabia. Self-motivation and dedication to work, diversified me from Administration to Logistics, to Purchasing, and to Operations. Proactive, detail oriented and self-perception are my proven track of accomplishing the goals efficiently and effectively.

## KEY ACHIEVEMENTS

Carried out multifaceted jobs in fields pertaining to Administration, HR, Project consultancy, Logistics (Import & Exports), Purchasing, Operations, and fewer Legal and IT support.

Worked closely with the top management and executives on assignments related to project consultancy services, management initiatives, internal operating procedures, business planning, budgeting and implementing policies.

Analyzed and assisted the management in cost control plans.

## PROFESSIONAL EXPERIENCE

### Operations Coordinator

Presently working at **Aliat Taibah Factory for Dates**, branch of Al Fahad International Group, Jeddah – Saudi Arabia

- Playing a vital role as central point of contact in managing various key operational functions within a fast-paced environment and providing accurate and timely support to the management.
- Accomplish day-to-day operational activities ensuring risk free operations are being carried out, timeline be met and ensure all the functions comply with the company policies and ethics.
- Responsible for registering the company and products at local & international Govt. websites to obtain export permits.
- Responsible to coordinate with external bodies to issue barcodes and obtain Trademark certificates.
- Coordinate with the Accounts and Sales department in preparing operational analytic reports for outstanding dues, pending claims, credit notes, non-progressive clients, etc.
- Liaise between sales, production and logistics team, and implement policies and procedures.
- Assist the team to enhance qualitative performance and keep abreast of developments.
- Responsible for reviewing with notes all legal contracts, MoU & NDA.
- Identify the grey areas and develop the procedures to increase the level of productivity and profitability.
- Implement KPIs and conduct quality assessment reports.
- Tackle any operational problems and provide effective solutions in a timely manner to reduce costs, delivery within the lead-time and increase efficiency.

### Purchasing Executive

From 03/2013 till 06/2021 at **Aliat Taibah Factory for Dates**, branch of Al Fahad International Group, Jeddah – Saudi Arabia

- Executed organizations strategic decisions in purchasing machinery, equipment, spare parts, packaging materials, raw materials, primary products, etc. from local and international vendors utilizing MRP system.
- Sourced potential vendors, comparing price in terms of quality, specifications and delivery lead time.
- Managed procurement of the company which has \$4.5m turnover a year.
- Cross-check the products conformity in line with Ministry of Commerce regulations and SASO standards.
- Negotiated with suppliers to control the cost and enhance profitability to business.
- Performed routine marketing research and adapted procurement policy based on changing trends.
- Monitor and forecast upcoming levels of demand and make replenishment plans coordinating with the store, production & sales team to ensure optimal production.
- Coordinated with certificate issuing bodies for necessary certificates (PCC, SASO, SABER, etc.).
- Maintained PO file with all correspondence, reports, manuals, technical details, quotations, MDS, POs, invoices, payment slips, goods receipts and all shipping documents.
- Prepared annual purchasing budget and category wise detailed plan of execution by analyzing market trends.

## Logistics Coordinator (import & exports)

From 01/2010 till 03/2013 at **Aliat Taibah Factory for Dates**, branch of Al Fahad International Group, Jeddah – Saudi Arabia

- Streamlined the logistical requirements by scheduling and accomplishing the tasks for successful delivery to clients within the timeframe and as per approved SOPs.
- Prepared constant shipping data and container loading configurations using technical specifications and dimensions of the products, packages, cartons, pallets, etc.
- Provided quality services to the clients in accordance with the parameters set on SLA and as per given matrix.
- Managed the bar-coding system (GS1 Saudi Arabia).
- Timely and cost-effective arrangements of import and export international shipments via Land, Air and Sea line.
- Liaise with the customs agent providing shipping documents and HS code.
- Constantly scrutinized imports and exports trade compliances, latest govt. regulations and customs requirements.
- Reviewed the conformity of complete set of documents, certificates, manifesto, and coordinated with the customs agent for export customs clearance.

## Executive Secretary

From 11/2008 till 01/2010 at **Al Fahad International Group** (a project consultancy co.), Jeddah – Saudi Arabia

- Provided overall clerical support to the management including replying to emails, preparing reports, managing project documents, company profile, presentation, etc.
- Facilitated the President by working closely with his appointments, informing of current and upcoming commitments and handling personal correspondences.
- Maintained database system both as e-file storing and hard copy file storage for individual projects and clients.
- Played a pivotal role in reviewing contracts, business proposals, client's profiles, project documents and RFP.
- Scheduled meeting appointments, organized meetings and prepared Minutes of Meeting.
- Protecting the confidentiality of the project tender / bidding documents, and maintained credibility, trust and support with the management.
- Stored up to date contact information of clients by creating business cards e-file through Microsoft Access.
- Organized travel arrangements including visas, air ticket and hotels for the management and business delegates.

## Administration Secretary

From 02/1997 till 04/2007 at **Al Safi Dairy Est.**, a division of Al Faisaliah Group, Al Kharj – Saudi Arabia

- Managed all administration activities and custodian of HR corporate documents and 1000+ employee files.
- Assisted HR in implementing policies and procedures and developing various forms.
- Acted as an integral part of the team in implementing QMS, ISO9002, quality auditing and Y2K program.
- Communicated effectively with multiple departments for recurring meetings and organize recreational events.
- Prepared overall employee statistical data and regularly maintained manpower status and assisted Recruitment Manager in induction of new staffs.
- Coordinated with HR in new recruits joining formalities, staff appraisal and HR general administration.
- Created new ID, entered absentees, credit deductions, vehicle or property damage deductions and overtime reports in SAP payroll system.
- Maintained employee files and prepared work contracts, issued health insurance card and arranged annual vacation air ticket for 1000+ employees.
- Organized abroad business trip itineraries and arranged air tickets, hotel bookings, visas for top executives.

## Overseas Recruitment Officer (Acting)

From 07/2000 till 03/2002 at **Al Safi Dairy Est.**, a division of Al Faisaliah Group, Al Kharj – Saudi Arabia

- Handled multinational recruitment activities that include manpower planning, sourcing candidates, advertisement, evaluation, labor relations and arrange telephonic interviews.
- Maintained company organization chart to fill vacancies.
- Coordinated with manpower agencies, prepare preliminary offer for selected candidates.
- Coordinated with departments in preparation of Job descriptions for all positions and kept filing.
- Planned and conducted new employee orientation program to foster positive attitude towards company goals.

## SKILLS & COMPETENCIES

- ❖ Issued and maintained Health Insurance Cards for 1000+ employees and their dependents every year at Al Safi Dairy Est. via NCCI portal (now Tawuniya).
- ❖ Excellent collaboration skills in coordinating with different departments / functions.
- ❖ Strong interpersonal skills, team leadership, communication skills, office maintenance and business operations management, and passionate to learn new things.

## EDUCATION

### Bachelor of Commerce

University of Madras, India

## CERTIFICATES & TRAINING

Certificates in Computer Training Courses

Typewriting Senior Grade

Computer Accountant Course, Tally 9.0

## SOFTWARE SKILLS

**MS Office Applications:** Word, Excel and PowerPoint

**Internet & Email:** Google apps, Microsoft Edge, Outlook & Exchange

**Database:** MS Access

**Charts & Graphics:** MS Visio, Paint 3D

**Others:** Adobe Acrobat

## AWARDS & HONORS

- ❖ Godrej National Speed Typing Championship, Godrej Company
- ❖ Y2K Compliance Program, IT Dept. - Al Faisaliah Group
- ❖ ISO9002 Quality Management System - Al Safi Dairy Est.
- ❖ Medical Insurance Program, NCCI (Tawuniya)
- ❖ Tally Financial Accounting Program

## TECHNICAL KNOW-HOW

- Worked in Personnel & Payroll and Recruitment System based in HP3000 Main Frame (Powerhouse 4GL).
- Worked in SAP (HR module).
- Knowledge of air ticketing system and IATA code.
- Create and manage staff email IDs on the company's multiple domains.
- Create and issue product barcodes thru Council of Saudi Chambers (GS1).
- Ability to Backup files from Users to the Windows Server.

## PERSONAL DATA

**Marital Status:** Married

**Nationality:** Indian

**Location:** Jeddah

**Work Permit / Iqama:** Valid, Transferable

## LANGUAGES

|         |   |   |   |   |   |
|---------|---|---|---|---|---|
| English | ● | ● | ● | ● | ● |
| Arabic  | ● | ● | ● | ○ | ○ |
| Tamil   | ● | ● | ● | ● | ● |
| Hindi   | ● | ● | ● | ● | ○ |

## PERSONAL ATTRIBUTES

- Result oriented, critical thinking, comprehended, adaptability and persuasiveness.
- Ability to simultaneously manage multiple tasks and meet the deadlines set forth.
- Assumed office of variety of jobs in less companies and learned many from job experience.
- Believe in practical than theoretical.