

Samer Alsaleb

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Diligent and resourceful professional who has significant years of diversified experiences in logistics, project management, sales and performance management. In addition to demonstrated experience of successfully leading teams technically and administratively Looking to be a contributor to the prosperity of The Kingdom of Saudi Arabia in alignment with Vision 2030.

Education

2015

Bachelor of Administrative Science | King Abdul-Aziz University

Experience

1/2025 – CURRENT

Logistics Manager | Al Rabie Saudi Food Company

- Managing employee performance and development.
- Managing all logistics and inbound inventory operations.
- Run a team of fourteen (14) logistics employees to administer logistics for domestic clients.
- Streamlined warehouse operations, conducted negotiations of supplier contracts for goods and services.
- Managed high risk equipment and transportation vehicles.

2/2022 – 12/2024

Warehouse Supervisor | Al-Watania

- Reporting on warehouse productivity and managing employee performance.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.

6/2013 – 3/2018

Administration Supervisor | Abdullah Alsaleb Est.

Responsible for overseeing all aspects of the business, from planning and scheduling to budgeting and reporting. In addition to managing the teams and projects performance, ensuring targets and objectives are achieved.

6/2012 – 6/2013

Branch Supervisor Co | Abdullah Ahmed Balubaid & Partner for Lubricants

- Administer everyday operations for all sales activities.
- Resolve all customer issues and facilitate new accounts development.
- Develop professional relationships with all customer contacts.
- Determine all profit and sales objectives and design effective strategies to maintain inventory levels at all times.
- Manage all work according to branch policies and procedures.

Skills

Logistics Management • Project Management • Performance Management • SAP system • Business Administration • Supervise multi tasks • Excellent communication skills