

**Mohammed Jawwad Ahmed**

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**Jeddah, KSA**

**Professional Summary:**

Results-driven Supply Chain Management professional with over two years of experience in the Middle East. I am skilled in procurement, logistics, inventory control, and vendor management. Adept at streamlining supply chain processes to enhance efficiency, reduce costs, and ensure timely delivery. Possesses strong regional market knowledge and compliance awareness, with a proven track record of supporting organizational objectives in dynamic environments.

**Key Skills:**

- Supply Chain Planning & Coordination
- Procurement & Vendor Relations
- Inventory Management & Optimization
- Logistics & Distribution Operations
- ERP Systems (SAP, Oracle)
- Regional Market & Regulatory Knowledge
- Budgeting, Cost Reduction & Process Improvement
- Cross-functional Team Collaboration
- Contract Negotiation, Team Leadership and Training

**Professional Experience:**

***Supply Chain Coordinator***

**[Company Name], [Country], Middle East**

- Managed procurement activities, ensuring the timely sourcing of materials and services.
- Coordinated logistics and transportation to optimize delivery schedules and reduce operational costs.
- Maintained strong relationships with regional suppliers and vendors to ensure quality and reliability.
- Monitored and maintained optimal inventory levels, implementing strategies to prevent shortages and excess stock.
- Ensured compliance with regional regulations and company policies, supporting smooth operations across borders.

### **Previous Professional Experience:**

**Company:** SADIP– DAMMAM, KSA

**Designation:** Logistics Coordinator

**Duration:** 2012-2014

Coordinated inbound and outbound logistics for shipments monthly, reducing lead times by 99%.

Negotiated contracts with shipping and freight partners, achieving annual savings.

Managed warehouse operations for, ensuring 98% inventory accuracy.

Supervised a team of drivers and warehouse staff.

Ensured full compliance with GCC customs regulations and ISO standards.

Implemented a new tracking system that improved order visibility by 99%.

Partnered with procurement teams to streamline supplier deliveries.

Trained new hires on logistics software and compliance protocols.

**Company:** AGS

**Designation:** Stocks, Stores, Receivable and dispatch (Accounts and logistics)

**Duration:** April 2017 To Aug 2019

### **Job Description:**

- Responsibilities of Logistics with AGS:
- Plan and optimize delivery routes for efficiency and cost savings.
- Monitor and report on transportation and delivery performance.
- Negotiate contracts with carriers and third-party logistics providers.
- Maintain proper documentation for shipments (invoices, bills of lading, etc.).
- Manage relationships with freight companies and warehouse operators.
- Forecast demand to align inventory with sales trends.
- Ensure safety standards and regulatory compliance are always met.
- Analyze data to improve logistics strategies and cut costs.
- Introduce technology (like GPS tracking or warehouse automation) to improve operations.
- Coordinate with finance teams to manage logistics budgets and billing.

### **Professional Experience:**

**Company:** Launchio Consulting

**Designation:** warehouse / logistics (accounts)

**Duration:** Jan 2021 To Sep 2024

**Job Description:**

- Maintain and update accounting records and files
- Provides financial information to management by researching and analyzing accounting data and preparing reports.
- Post transactions and categorize records in the general ledger (e.g., by assets, liabilities, and expenses)
- Reconcile bank statements, Provide support for audits related to payroll and benefits.
- Manage the payroll process, including processing payroll, verifying payroll data, and ensuring accurate and timely payment of employees.
- Ensure compliance with federal and state regulations related to payroll, including tax withholding, benefits, and payroll deductions.
- Maintain accurate payroll records and prepare reports for management and regulatory agencies.
- Processed monthly payroll for over 105 employees, adhering to strict deadlines and regulatory requirements.
- Collaborate with HR to ensure accurate employee data and maintain employee payroll records.
- Communicate with employees regarding payroll-related inquiries and issues.
- Updated payroll policies and procedures in line with changing legislation, maintaining legal compliance.
- Develop and implement processes and procedures to improve payroll efficiency and accuracy.
- Assist with other accounting and finance functions as needed.
- Coordinated month-end and year-end close processes, ensuring accurate and timely financial reporting.

**Education**

Master's Degree in Finances and Supply Chain Management {MBA}.

Osmania University 2014-2016

Bachelor's in commerce

Osmania University 2009-2012

**Languages**

English (Fluent)

Arabic (Basic)

Additional Information

Nationality: Indian

Visa Status: [Transferable Iqama]

Availability: Immediate