

Mohammed Al-Abdullatif

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Professional Summary

Motivated and detail-oriented professional with experience in logistics and operations support. Proven ability to manage shipments, ensure data accuracy, and provide excellent customer service. Seeking to contribute to organizational success and career growth in alignment with Saudi Vision 2030.

Experience

Receiving & Dispatching – SMSA, Riyadh (Jan 2025 – Present)

- Coordinated and facilitated domestic and international shipments, ensuring timely delivery.
- Managed incoming and outgoing sales and marketing shipments with attention to accuracy.
- Provided customer service support including handling inquiries and email correspondence.
- Prepared operational reports, statements, and shipment analyses for management review.
- Maintained accurate data entry and system updates across logistics platforms.
- Monitored shipment statuses and resolved issues to minimize delays.
- Ensured proper documentation, classification, and compliance with company standards.
- Processed invoices, receipts, and delivery notes with precision.
- Collaborated cross-functionally with sales, operations, and warehouse teams to meet KPIs.

Education

High School – Scientific Track

Skills

Customer Service & Communication	Problem Solving & Negotiation	Teamwork & Collaboration
Time Management & Multitasking	Ability to Work Under Pressure	Fast Learning & Flexibility
Sales Operations	Microsoft Excel & Outlook	Data Entry & Reporting

Languages

Arabic: Native (C2)

English: Basic (A2)