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Dammam, Saudi Arabia



SKILLS

- Supply Chain Management
- Logistics Coordination
- Transportation Management
- Customs Clearance
- Freight Forwarding
- Vendor Management
- Shipping Route Optimization
- Inventory Management
- Demand Forecasting
- SAP Systems
- Cost Optimization
- Regulatory Compliance
- Client Relationship Management
- Customer Satisfaction



SOFT SKILLS

- Problem-Solving & Critical Thinking
- Strong Communication & Negotiation
- Time Management & Multitasking
- Attention to Detail
- Team Collaboration
- Adaptability & Quick Learning



TECHNICAL SKILLS

- Freight Coordination (Air, Sea, Road)
- Logistics Management
- Shipment Documentation
- Customs Compliance & SABER Requirements
- ERP & Logistics Software
- Supply Chain Optimization
- Client Relationship Management
- Order Processing & Tracking
- Data Analysis & Reporting
- Microsoft Office Suite



MOHAMMED BASIM

LOGISTICS & FREIGHT COORDINATOR

Dynamic and results-oriented Logistics and Freight Coordinator with over 2-3 years of experience in supply chain management, transportation logistics, and customs clearance. Adept at managing shipping routes, ensuring timely deliveries, and optimizing cost efficiency through effective negotiation with suppliers and carriers. Proficient in SAP systems and utilizing statistical tools like standard deviation for demand forecasting

and inventory optimization. Skilled in client relationship management, driving customer satisfaction, and streamlining operations for improved performance and cost control. Proven ability to collaborate across teams and maintain compliance with international trade regulations, consistently delivering high-quality results in high-pressure environments.



WORK EXPERIENCE

Transportation and Logistics Coordinator

Globe Marine Services Co., Dammam, Saudi Arabia

June 2023 – Present

- **Shipment Coordination:** Organize and manage shipments for air, sea, and road freight by liaising with suppliers, vendors, and agents, ensuring seamless logistics operations and on-time deliveries.
- **Administrative Management:** Handle key administrative tasks, including preparing shipping documents and ensuring regulatory compliance, to maintain smooth and efficient logistics operations.
- **End-to-End Shipment Processing:** Supervise the entire shipment cycle, from order placement to final delivery, ensuring accurate tracking, documentation, and adherence to customer requirements.
- **SABER & Customs Compliance:** Verify SABER certification requirements based on HS codes and facilitate customs clearance procedures, ensuring compliance with international trade regulations.
- **Client Communication:** Provide regular shipment updates and reports through emails, calls, and digital platforms, ensuring transparency and maintaining strong client relationships.
- **Operational Workflow Optimization:** Analyze and refine logistics processes, identifying areas for improvement to enhance operational efficiency and minimize delays in the supply chain.
- **Policy & Procedure Enhancement:** Implement improvements to existing policies, standards, and operating procedures, introducing effective workarounds to streamline operations and improve service quality.
- **Track and monitor shipments,** ensuring timely deliveries while maintaining effective communication between clients, suppliers, and internal teams.
- **Negotiate with suppliers and carriers** to secure favorable rates and services, driving cost optimization and improving overall efficiency.
- **Analyze and prepare logistics reports** to identify key areas for process improvement, leading to streamlined operations and enhanced performance.
- **Collaborate with freight forwarders, customs authorities, and internal teams** to facilitate smooth customs clearance and mitigate any delays.
- **Support inventory management and route optimization initiatives,** enhancing operational efficiency and reducing lead times.
- **Use statistical tools (e.g., standard deviation)** to forecast supply chain demand, improving demand planning and inventory accuracy.

Sales Executive (Trainee)

Nuvac Global, Riyadh, Saudi Arabia

March 2023 – June 2023

- Managed enquiry processing and executed bidding functions for new sales opportunities and projects.
- Ensured the timely submission of proposals, aligning with client specifications and meeting project timelines.
- Addressed customer queries, providing efficient and effective solutions to enhance customer experience and resolve issues promptly.
- Conducted market analysis to evaluate competitor pricing and industry trends, developing competitive sales strategies to improve revenue generation.



EDUCATION

Master's in Operations and Supply Management

Manipal University, Jaipur, India

Currently in Progress (2023)

BA in English

Sahya Arts and Science College,

Wandoor, Malappuram, Kerala, India

2018 – 2021

Senior Secondary Education

NEST Public School, Kozhikode

2017 – 2018

Class X

PEEVEES Model School

2014 – 2016



LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

Service Manager

Petrol Head Automotives, India

2020 – 2022

- Assisted in resolving customer complaints, ensuring timely vehicle delivery and maintaining high levels of customer satisfaction.
- Maintained a comprehensive case history file for customer complaints, tracking resolution progress and ensuring thorough follow-up.
- Promoted service facilities to drive repeat business and improve customer retention, significantly enhancing sales and service growth.
- Maintained quality control records, identifying areas for improvement and implementing initiatives to elevate customer service standards.



EXTRA-CURRICULAR ACTIVITIES

Operations Manager

Grassroots Sports Academy, Dammam, Saudi Arabia

2023 - Present

- Successfully managed the day-to-day operations of the academy, overseeing staff, training schedules, and event coordination.
- Managed daily operations for a youth-focused football academy, ensuring smooth coordination between coaching, logistics, and player development.
- Coordinated training schedules, match planning, and equipment procurement to optimize resource allocation.
- Collaborated with coaches, parents, and local organizations to foster talent, promote health, and instill discipline among players.
- Oversaw recruitment, onboarding, and professional development of coaching staff to ensure high performance and engagement.



CERTIFICATION

Certificate of Merit

Sahodaya School Complex, Malappuram Region

Event: C.B.S.E District Kalotsav - 2015

School: PEEVEES MODEL SCHOOL, NILAMBUR | Achievement: Secured First place with an A Grade in MIME in CATEGORY 3

Certificate of Appreciation and Recognition

Ministry of Islamic Affairs, Endowments, Da'wah and Guidance

Organization : Charitable Society for Quran Memorization in the Riyadh Region) |

Department : Department of Educational Affairs

Dear Hiring Manager,

I am writing to express my interest in the Logistics and Freight Coordinator position at your esteemed organization. With over 2 years of hands-on experience in supply chain management, transportation logistics, and customs clearance, I have developed a comprehensive skill set that positions me as a strong candidate for this role. Currently working at Globe Marine Services Co. in Dammam, Saudi Arabia, I am adept at managing logistics operations, ensuring regulatory compliance, and optimizing shipping routes to guarantee timely deliveries and cost-effective solutions.

My professional journey has honed my abilities to negotiate favorable rates with suppliers and carriers, manage inventory, and ensure seamless customs clearance through collaboration with freight forwarders and customs authorities. I have consistently used my skills in data analysis, including statistical forecasting tools like standard deviation, to enhance demand planning and improve inventory accuracy. I have successfully maintained and strengthened client relationships, ensuring the highest levels of customer satisfaction and transparency throughout the logistics process.

I am excited about the opportunity to bring my expertise in logistics coordination, supply chain optimization, and vendor management to your team. I am confident that my proactive approach, strong analytical skills, and ability to collaborate across teams will allow me to contribute effectively to your logistics operations and drive continued success for your organization.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and experiences align with your needs. Please feel free to contact me at +966 543972865 or via email at basim8060@gmail.com.

Yours sincerely,
Mohammed Basim