

# KHALID ALSUWAYEGH

Senior Operations Executive

CONTACT

**Phone:** +966 50 733 3544  
**Email:** khalid-787@hotmail.com  
**Saudi Arabia**

PROFESSIONAL SUMMARY

- Senior Operations Executive with over 7 years of experience managing logistics, operations, and administrative tasks in fast-paced environments. Worked with major accounts like Saudi Aramco and KFUPM. Known for improving workflows, managing suppliers, and delivering results efficiently. Trusted partner to executive leadership with strong skills in problem-solving, teamwork, and government coordination. Looking to bring strong performance and effective leadership to a successful company.

PROFESSIONAL EXPERIENCE

**SAMTIAH ARABIA**

**-Senior Operations Executive | 2022 – Present**

- Lead operational workflows and ensure smooth delivery of services across departments.
- Manage logistics, inventory, and shipping operations with full compliance to Saudi customs regulations.
- Strengthen vendor and supplier relationships to improve delivery times and reduce costs.
- Prepare and audit financial reports, expense documentation, and administrative files.
- Represent company interests in government dealings and client-facing initiatives.

**-Operations Executive | 2017 – 2022**

- Redesigned workflow structures leading to a 15% increase in operational efficiency.
- Led logistics coordination, reducing delays through predictive planning and vendor alignment.
- Collaborated with multiple internal teams to ensure KPI alignment and client satisfaction.

**NDT CORROSION CONTROL SERVICES**

**-Test Technician | 2015 – 2017**

- Conducted inspections and non-destructive testing on industrial equipment.
- Diagnosed defects and collaborated with engineers to recommend appropriate actions.

**SAUDI AIRLINES**

**-Customer Service Agent | 2012 – 2015**

- Managed reservations and handled passenger inquiries.
- Enhanced customer satisfaction through efficient and courteous service.

PROFESSIONAL DEVELOPMENT

- Time Management & Productivity Optimization
- Amadeus Altea Desktop Systems
- Microsoft Office Suite (Excel, Word, Outlook)
- Blended Learning & Remote Coordination Tools

CORE COMPETENCIES

- Operations & Logistics Management
- Vendor & Supplier Negotiation
- Customs & Regulatory Compliance
- Process Improvement & Reporting
- Strategic Planning & Execution
- Cross-functional Team Leadership
- Communication & Stakeholder Engagement
- Microsoft Office & Digital Tools

LANGUAGES

- Arabic: Native
- English: Fluent