



RANIN ALI

OPERATIONS COORDINATION | FACILITIES MANAGEMENT

✉ ranin.ali40@gmail.com | ☎ +966 504701223 | 📍 Al Khobar | [in Ranin Ali](#)

OPERATIONS / VENDOR MANAGEMENT / PROCUREMENT LIFECYCLE / FACILITIES SUPERVISION

PROFILE INFO

Warehouse and Logistics Operations Professional with over 3 years of experience in facility supervision, logistics coordination, and vendor management. Proven track record in managing inventory, ensuring compliance with safety and regulatory standards, and coordinating with carriers and suppliers to ensure on-time shipments. Detail oriented and organised with hands on experience in operational workflows including shipping, receiving, inventory control, and documentation. Strong problem solving and multitasking abilities with a focus on continuous improvement.

OTHER INFO

🛂 Transferable Iqama
🚗 KSA Driving License

TECHNICAL SKILLS

- MS Office Package
- Share Point
- PowerPoint Specialist
- Microsoft Excel
- Business systems analysis



EDUCATION

2021	Master of Business Administration
2023	University of Roehampton, London
2017	Bachelors in Business Administration
2020	Calicut University



PROFESSIONAL EXPERIENCE

Mar 2024 **Operations Supervisor**

Feb 2025 **Encore, London, Greater London**

- Managed onboarding and offboarding processes for clients and contractors, ensuring documentation, system updates, and transitions complied with internal HR procedures.
- Acted as the primary liaison for external contractors, ensuring issue resolution, adherence to company policies and compliance standards, and timely project delivery.
- Oversaw HVAC and automation system operations, scheduling maintenance activities to support equipment uptime and efficient resource utilisation.
- Coordinated team schedules, task assignments, and performance tracking with strong time management skills to ensure alignment with organisational goals and employee evaluation processes.
- Contributed to budget planning and cost control by monitoring operational expenditures and identifying opportunities for efficiency.
- Maintained operational documentation, including pricing logs, consumption data, and inspection reports to support accurate reporting and audits.
- Resolved client and team issues quickly, enhancing customer satisfaction while contributing to a structured, compliant, and improvement driven work environment.

Oct 2023 **Operations Coordinator**

Jan 2024 **Laduree UK, London, England**

- Engaged with contractors and third-party logistics providers to coordinate equipment delivery and warehouse upkeep.
- Ensured accurate documentation for health, safety, and food compliance; assisted with audit preparation.
- Oversaw front and back-of-house safety standards; managed material handling and scheduled maintenance.
- Supported training and operational improvements for warehouse staff.
- Tracked deliveries and managed vendor relationships for cost and service optimisation.

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Arabic (Intermediate)

PERSONAL SKILLS

- Facility Supervision & Logistics Planning
- Vendor and Carrier Communication
- Operations coordination & Inventory Control
- Safety and Regulatory Compliance
- Customer relation
- Strategic planning
- Employee documentation
- Contractor Management
- Time Management

- Organised and conducted training sessions for FOH and BOH teams on Food Safety, Pest Awareness, Inductions, and Health & Safety procedures.
- Coordinated the refurbishment of retail and restaurant outlet in Covent Garden to improve facility standards.
- Managed the hiring process, including coordinating recruitment efforts and completing all associated documentation.

Jun 2022 Facility Supervisor

Oct 2023 Foodstars UK, London, Greater London

- Supervised warehouse facility equipment maintenance to ensure uninterrupted operations.
- Managed inventory levels and performed regular stock checks and cycle counts.
- Acted as primary contact for licensees reported issues and resolved it efficiently and timely.
- Handled duty payments and supported timely receipt and dispatch of goods.
- Implemented safety training and emergency response protocols.
- Assisted in the preparation of maintenance budgets and managed vendor service agreements.

INTERNSHIPS

Apr 2022 Marketing Intern (MBA internship)

Dec 2022 Sysware Systems Ltd

- Marketed POS software for small businesses across London
- Fulfil day-to-day assistance for clients
- Produce customised client reports to study current trends in the market
- Help clients increase the value they are getting
- Proposed a new online marketing strategy to attract new clients to the business.

Feb 2021 E-Commerce Assistant

Apr 2022 Questmoor Pharmacy

- Managed and optimised online sales for beauty and cosmetic products across online platforms such as Amazon, eBay and onBuy seller accounts.
- Maintained accurate and consistent product listings, descriptions, and pricing Analysed around 75% of their sales data to identify increased revenue and profitability opportunities.
- Managed inventory levels to ensure products were in stock and available for sale. Responded promptly and professionally to customer inquiries, complaints, and feedback.

