

ABDULKARIM MOHAMMAD FARAH

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Experienced Warehouse Administrator with expertise in managing end-to-end order processing and delivery planning. Skilled in coordinating order release, picking, packing, and dispatch to ensure accurate and on-time fulfillment. Proficient in monitoring KPIs, optimizing workflows, and maintaining inventory accuracy to prevent shortages or delays. Adept at planning delivery routes, scheduling transportation, and resolving operational issues promptly to achieve high customer satisfaction. Strong knowledge of WMS systems such as ERP, documentation standards, and team coordination for seamless last-mile and intercity logistics.

KEY ACHIEVEMENTS

- Managed Multi-Region Delivery Schedules for our brands (WES - POT - PBK - MUJI - MOT)
- Enhanced Team Efficiency
- Improved Operational Scheduling
- Maintained High Safety and Quality Standards
- Implemented Resource Planning Strategies
- Leveraged Technology for Efficiency

PROFESSIONAL EXPERIENCE

Warehouse Administrator, Alshaya Group

Aug 2020- Present

- Coordinated cross-functional operations to ensure seamless workflow and timely task execution across departments. Led a team in delivering high-quality support service produced professional-grade documents, spreadsheets, and presentations for internal and external stakeholders using Microsoft Office and SAP tools. Utilized SAP and ERP systems to manage invoicing

Assistant Supervisor, Shipa Delivery

NOV 2018- JUN 2020

- Maintained clean, organised working areas to create positive, productive environments with minimal risk. Planned, organised and monitored resources for efficient use of labour, equipment and materials. Set and managed operational schedules with proper coverage to meet customer service demands. Increased team productivity through effective staff planning, coordination and task delegation. Guided and coached staff to achieve individual growth and sales production targets. Monitored Fleet delivery, ensuring high quality standards are continually met for optimum customer satisfaction.

, Warehouse Team leader , 365 Logistics

JAN 2018- NOV 2018

- Results-driven logistics professional with proven experience in warehouse Team leader and last-mile delivery operations. Skilled in team leadership, process optimization, and ensuring timely, accurate distribution across multiple regions. Passionate about building high-performing teams and leveraging technology to streamline logistics workflows.

EDUCATION & COURSES

Zarqa Institute for Training and Development

JAN 2016 - JULY 2016

Successfully completed a structured English training program focused on: Enhancing communication skills in reading, writing, listening, and speaking Building vocabulary and grammar proficiency Applying English in professional and workplace contexts.

Zarqa Institute for Training and Development

AUG 2016- OCT 2016

Completed a comprehensive course covering Microsoft Word, Excel, and PowerPoint fundamentals. Gained practical skills in document formatting, spreadsheet management, data analysis, and presentation design. Certified in essential Office applications for professional productivity

King Faisal University , Supply chain management - Diploma

May 2024- May 2027

Sooner will complete a diploma program covering procurement, inventory control, logistics, and distribution strategies. Developed strong skills in demand planning, warehouse operations, and supply chain optimization aligned with industry best practices

ADDITIONAL INFORMATION

- **Languages:** English, Arabic,
- **Certifications:** Certified in English diploma and Microsoft office, Sooner for supply chain management diploma.
- **Awards/Activities:** Most Innovative Employer of the Year (2024), Overall Best Employee Division Two (2024).

AREA OF EXPERTISE

- Warehouse & Inventory Management
- Order Processing & Delivery Planning
- Team Leadership & Performance Coaching
- KPI Monitoring & Process Optimization
- Customer Service & Issue Resolution
- Technical Proficiency