

Hassan Mohammed Alzaylaee

Logistic Coordinator

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D.O.B: 12/09/2000 | Nationality: Saudi

Career Objective

To secure a position that allows me to utilize my skills, achieve my career ambitions, contribute to the development of the organization, and pursue continuous self-improvement while achieving company goals.

Education

Diploma in Technical Support – Computer Information Technology Department

Technical College, Dammam – Graduated: 2023

Experience

Logistic Coordinator

Musanada National Logistics Services Company – Part of Mohammed Yousuf Naghi Group

June 2023 – Present

- Coordinating daily shipping and transportation operations.
- Tracking shipments and ensuring on-time delivery.
- Managing documentation for imports, exports, and local transportation.
- Coordinating with suppliers, drivers, and warehouses to ensure smooth workflow.
- Preparing daily and weekly logistics reports.
- Monitoring and updating shipment status in the Oracle and Infor systems.
- Ensuring compliance with safety and quality procedures.

Internship – Technical College, Dammam

Duration: One Semester

Training Courses

- OS2 Course – Cisco Academy
- Cybersecurity – Cisco Academy
- Entrepreneurship – Cisco Academy
- Internet of Things – Cisco Academy
- Work Stress Management – Doroob
- Information Security – Doroob
- Machine Learning – Doroob

Skills

- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Strong knowledge of Oracle and Infor Systems
- Computer hardware assembly and troubleshooting
- Excellent communication and organizational skills