

Saad Ali Al-Khader

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PROFESSIONAL SUMMARY

An accomplished, ambitious, and determined Business Administration Bachelor with a record of experience in managing stores, an expert in maintaining the flow of goods to ensure accurate merchandise inventory and providing the best customer experience. I look forward to working in a competitive and prosperous environment where I will utilize my management expertise to contribute to achieving the organization's goals and objectives.

EXPERIENCES

Logistics Coordinator

1/2025 – 6/2025

Rashed A. Al Rashed & Sons Co.

- Driving the execution of strategic, results-oriented daily dispatch plans to ensure prompt, accurate, and cost-effective material deliveries to clients.
- Orchestrating seamless coordination with transportation partners to secure, allocate, and optimize truck resources based on operational demands and delivery priorities.
- Commanding end-to-end logistics operations by monitoring, analyzing, and resolving potential delays, ensuring uninterrupted delivery flow and maximum client satisfaction.
- Leading and optimizing loading/unloading processes within the facility by enforcing strict safety standards, boosting efficiency, and minimizing operational downtime.

Dispatch Officer

9/2023 – 12/2024

- Prepared and issued precise loading documentation to support accurate and efficient material dispatching.
- Generated, verified, and processed invoices for all outbound shipments, ensuring smooth financial and logistical operations.
- Monitored dispatch activities in real-time, resolved delays, and ensured timely delivery to clients and distribution points.
- Coordinated the release and flow of raw materials to production and delivery departments, maintaining operational efficiency and inventory control.

Storekeeper

Rashed A. Al Rashed & Sons Co.

6/2023 – 9/2023

- Managed material requests based on stock needs and ensured the availability of required quantities according to set standards.
- Coordinated the issuance of materials to various departments according to approved procedures, ensuring accuracy and efficiency.
- Received incoming materials, verified their compliance with specifications and invoices, and stored them in an organized manner.
- Supervised the loading and unloading of goods, ensuring proper handling and storage according to safety standards.
- Performed regular inventory checks to ensure the accuracy of stock records, ensuring physical quantities matched the records.

Storekeeper

SIDCO

1/2023 – 3/2023

Storekeeper

BAZ International Industry Co.

4/2022 – 1/2023

Data Entry Clerk

Al-Qalaa for Warehouses Co.

6/2021 – 4/2022

Trainee

Saudi Post

1/2021 – 3/2021

EDUCATION	Bachelor of Business Administration			2021
	Imam Mohammed Bin Saud Islamic University.			4.13/5
TRAINING AND CERTIFICATIONS	Supply Chain Management.			2022
	Sigma 6.			2022
	Product Management.			2022
	Design Thinking for Innovative Solutions.			2022
	Leadership Skills.			2021
	Leadership Essentials.			2021
SKILLS	Communication Skills	Leadership	Teamwork	
	Customer Service	Microsoft Office	Time Management	
LANGUAGES	Arabic			
	English			