

Mohammed Yakub Pasha

Professional summary

- Detail-oriented office administrator with 14+ years of experience ensuring offices run smoothly and efficiently. An upbeat team player with an expansive toolkit of interpersonal skills and business operations knowledge.
- Disciplined professional with excellent communication, customer service, and technical skills.

Work history

Lumiere Group - Senior Logistics Coordinator and Supply Chain

Jeddah, Saudi Arabia

01/01/2021 – Current

- Issuing purchase orders and placing orders with the local and international suppliers.
- Coordinating with International and local suppliers for the order status and updates.
- Arranging the shipments from the international suppliers.
- coordinating with forwarders for shipment status and make sure to receive the shipments on time.
- Submitting the documents to the Saudi customs for the clearance.
- Maintaining and updating order log sheet.
- Maintaining and updating shipments log sheets.
- Preparing new files digital and hardcopies.
- Updating the orders status and shipment status to the salespersons.
- Inventory and purchase all small and large office equipment including office supplies.
- Preparing delivery schedules project wise for the salespersons.
- Coordination with storekeeper for the material delivery.
- Maintaining a register of all invoices for suppliers and customers
- Maintaining sign delivery log sheets and hardcopies.
- Sending the labels (DHL & FedEx) to the international suppliers ts.

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📍 Jeddah, Saudi Arabia

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Education

2002

Bachelor Of Science

Warangal, Hyderabad, India

Lumiere Group - Logistics Coordinator

Jeddah, Saudi Arabia

01/12/2017 – 31/12/2020

- Maintaining and updating order log sheet.
- Maintaining and updating shipments log sheets.
- Preparing project files digital and hardcopies.
- Updating the orders status and shipment status to the salespersons.
- Inventory and purchase all small and large office equipment including office supplies.
- Preparing delivery schedules project wise for the salespersons.
- Coordination with storekeeper for the material delivery.
- Maintaining a register of all invoices for suppliers and customers
- Maintaining sign delivery log sheets and hardcopies.
- Sending the labels (DHL & FedEx) to the international suppliers for urgent shipments.

Electrical and mechanical services company - Office Administrator

Jeddah, Saudi Arabia

8/2009 – 11/2017

- Prepare, file, and distribute all project documentation/drawings and correspondence for EPC groups (engineering, procurement, construction).
- Implemented physical and digital filing systems for company documents so that team members could access records easily.
- Managing the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Serving as a central point of contact for all outside vendors needing to gain access to the building.
- Creating and maintaining spreadsheets using excel functions and calculations to develop reports and lists of listings and contracts.
- Purchasing and maintaining all inventory, supplies, office equipment, appliances, and furniture.
- Reorganized the entire hard copy filing system to make it more accessible and secure.
- Monitors status of project to ensure documentation is submitted according to schedule.