

Yousef Ali Almarzooq

Leasing Contracts Project Coordinator

United International Transportation Company

 Jubail, Saudi Arabia

 V_1990@HOTMAIL.COM |  +966-536606631

PERSONAL SUMMARY

I am an experienced and results-driven professional with a strong background in logistics coordination, sales, and customer service. With nearly a decade of experience in various roles, I have honed my skills in effectively managing transportation operations, optimizing supply chain processes, and achieving sales targets.

PERSONAL INFORMATION

- Birth Date: December 03, 1990
- Nationality: Saudi Arabian
- Residence: Splitting time between Jubail and Al Ahsa, Saudi Arabia

EDUCATION

- Diploma in Business Administration

King Faisal University, Al Ahsa, Saudi Arabia

Expected Graduation: August 2025

CERTIFICATIONS

- Professional Project Management (PMP) — Issued: January 2025
- Core skills in occupational safety and health according to OSHA standards— Issued: June 2024
- English Language Certificate — Issued: June 2015
- ICDL Certificate — Issued: January 2010

WORK EXPERIENCE

Total Years of Experience: 12 years and 1 month

Leasing Contracts Project Coordinator

United International Transportation Company – Jubail, Saudi Arabia

August 2024 – Present

- Monitored GPS systems to track vehicle location and speed, addressing any violations promptly.
- Prepared monthly and annual fuel consumption reports and analyzed operational costs.
- Evaluated vehicle performance and proposed improvements to reduce expenses and enhance efficiency.
- Ensured adherence to company policies and maintained safe, compliant fleet operations.
- Coordinated with the maintenance team to schedule regular service and resolve technical issues.
- Arranged substitute vehicles to ensure operational continuity when primary vehicles were unavailable.
- Managed vehicle requests, delivery and return scheduling, and associated documentation.
- Forecasted vehicle requirements across departments and compiled detailed reports.
- Prepared and submitted transportation allowance deduction reports to the HR department.
- Registered authorized personnel in the “Tam” vehicle tracking system.
- Supported guest visits by arranging appropriate vehicles and ensuring their readiness on time.

Logistics Coordinator

Al-Rashed Cement Company, Dammam, Saudi Arabia

August 2018 – December 2023

- Organize and schedule transportation operations to ensure timely and cost-effective delivery of cement to customers.
- Select and manage transportation service providers, regularly assessing their performance for quality and reliability.
- Monitor inventory levels to maintain adequate cement supply, avoiding shortages or excess stock.
- Coordinate shipments by liaising with customers and suppliers to facilitate smooth shipping and receiving processes.
- Prepare all necessary shipping documentation, including invoices and customs paperwork.
- Ensure full compliance with local and international logistics laws and regulations.
- Identify and resolve issues or delays in shipping operations through effective problem-solving.
- Generate regular reports on supply chain and logistics performance for management review.
- Organize storage operations efficiently, overseeing cement inventory control.
- Participate in continuous process improvement initiatives aimed at enhancing operational efficiency and reducing costs.

Sales Coordinator

Eastern Aluminum Extrusion Factory, Dammam, Saudi Arabia

August 2015 – November 2017

- Communicated with customers and provided detailed information about aluminum products and services.
- Prepared and finalized sales contracts, ensuring alignment with agreed terms and conditions.
- Reviewed commercial proposals and pricing before presenting them to clients.
- Monitored sales operations and processed transactions efficiently, including shipment and delivery tracking.
- Resolved customer inquiries and complaints promptly and professionally.
- Developed and implemented strategies to attract new customers and grow the client base.
- Analyzed sales data to identify trends and support strategic planning.
- Negotiated with material suppliers to secure timely availability and cost-effective deals.
- Stayed informed about trends and developments in the aluminum manufacturing industry.
- Ensured compliance with all relevant industry laws and regulations.
- Maintained and regularly updated a comprehensive customer database.
- Worked diligently to meet and exceed defined sales and revenue targets.

Sales Coordinator

Al Khars Est, Alasha, Saudi Arabia

July 2010 – March 2013

- Provided detailed information to customers about products and services, addressing their inquiries and needs.
- Arranged and conducted vehicle test drives and inspections for prospective buyers.
- Prepared commercial proposals and pricing tailored to customer requirements and budgets.
- Organized and completed all necessary sales documentation and contracts.
- Managed purchasing and financing processes for customers interested in vehicle acquisition.
- Monitored customer transactions regularly to ensure smooth and successful completion.
- Maintained and updated customer databases to ensure accurate records.
- Worked diligently to meet and exceed established sales and revenue targets.
- Collaborated with customer service and maintenance teams to deliver comprehensive support.
- Developed strategies to attract new customers and expand the client base.
- Monitored automotive market trends and competitor activities to stay informed.
- Ensured compliance with all applicable laws and regulations within the automotive sales sector.

SKILLS

Personal Skills

- Effective Customer Communication – Expert
- Customer Service – Expert
- Complaint Resolution – Expert
- Handling a Busy Environment – Expert
- Persuasion – Expert
- Influence – Expert

Technical Skills

- MS Office – Expert
- ERB System – Expert
- Oracle System – Expert

LANGUAGES

- English: Expert
- Arabic: Native Speaker

Hobbies and Interests

- Reading: Passionate about reading and exploring a variety of topics.
- Physical Exercise: Regularly practicing workouts to maintain fitness.
- Health: Committed to a healthy and balanced lifestyle.
- Technology: Interested in electronic devices and following technological advancements.
- News Following: Keeping up with global events and ongoing developments across various fields.
- Travel: Enjoy nature walks and explore new places while traveling.
- Walking: Enjoy walking as part of daily physical activity.
- Programming: Knowledgeable in programming and working with software and applications.
- Automotive Technology: Interested in the automotive industry and advanced technologies in this field.
- Video Games: Occasionally play video games during leisure time.