

Malik Muhammad Arslan

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SKILLS

- Microsoft Excel
- ERP AX Dynamics
- MS PowerPoint
- Primavera P6
- Budgeting & estimation
- Planning & Allocation
- Oracle Fusion ERP
- Microsoft Office Suite
- Power BI
- ICMS (Integrated Construction Management Solutions)
- Multitasking Abilities

PROFESSIONAL SUMMARY

With over 11 years of experience, I am an expert in planning, operations, and logistics management. My expertise lies in heavy equipment & manpower planning, procurement, budgeting & allocations, and logistics operations. I have a strong command of specialized software and advanced planning techniques, enabling me to develop effective equipment allocations, manpower utilization plans, repairing & maintenance plans, logistics fleet planning, schedules, and resource requirements. I excel at creating strategies that optimize resources while minimizing costs. Working under tight deadlines is second nature to me, as I am skilled at managing multiple tasks simultaneously. Proficient in MS Excel, MS Office Suite, ERP applications, Oracle Fusion & ICMS, I possess advanced technical skills. Additionally, my strong analytical and communication skills in Arabic and English contribute to my success. With a background in team leadership, strategic planning, and operational management, I leverage effective communication and organizational skills to drive project success.

WORK HISTORY

OPERATIONS MANAGER (LOGISTICS & HEAVY EQUIPMENT)

11/2024 to CURRENT

Fawaz Ali Al Shammari Logistics Company, (FTE) | Dammam, Saudi Arabia

- Dealing with daily Logistics Operations from King Abdul Aziz Sea Port Dammam to the Clients situated in entire KSA and GCC, the most commonly used Trucks for logistics operations are Volvo, Shacman, Sinotruk, Mercedes Actros and Daewoo comprises of 2, 3 and 4 Axles.
- Using 2, 3 and 4 Axle Low beds and flat beds depending upon the dimensions and weight of the Cargo and Machines to be loaded up to the gross weight 40 to 60 Tons of the Cargo.
- Issuing permits to enter in Dammam Sea Port using Zawil portal for Drivers and Trucks, obtaining Custom Clearance Permits and appointments from Fasah portal, Route Permit (Naqal Bayan) from bayan.naql.sa portal etc.

- Using FASAH Platform for customs clearance, entering shipment details which include importer/exporter information, cargo details, mode of transport, and expected customs duties.
- Uploading require documents in Fasah, typically include, Commercial invoice, Certificate of origin, Bill of lading, packing list, Import license or conformity certificate for specific goods.
- Paying custom duties electronically visa FASAH platform
- Once the Physical Inspection of the Cargo is done, following up for the official delivery order to release the shipment from the Sea port.
- After customs clearance procedure, arranging transportation permits from the clearance point to their final destination.
- Using SABER Platform to issue Certificate of Conformity (COC) and Shipments Certificate for Imported Cargos.
- following up for the renewals of Operation Cards, Istimaras, Driver Cards, Insurance and other necessary documents for Trucks.
- Inserting Trips of Trailer Drivers in Resort ERP System as per the company's approved rates that varies according to the travelling distance and number of Axles of Flatbeds & Low beds.
- Supervision of Loading / Unloading Tasks by means of Top Loaders, Forklifts, Telescopic Handlers and Cranes. making necessary permits and gate passes of these Equipment to enter inside the Client's premises such as Saudi Electricity Company, RC Jubail, Al Fanar, Saudi Railways Company and others.
- Renewing TUVs of Heavy Equipment & Operators on Annual basis through approved Vendors.

EQUIPMENT PLANNING SUPERVISOR

01/2021 to 10/2024

Al-Ayuni Investment & Contracting Company | Riyadh, Saudi Arabia

- Allocating Heavy Equipment such as Articulated Dumpers, Bulldozers, Wheel Loaders, Trucks / Trailers, Cranes, Graders, Earth Rollers / Asphalt Rollers, Pavers etc
- As per Project demands, in-order to fulfill Equipment requirement as per current projects, forecasting requirement for upcoming projects, making Equipment release plan for handing over projects, planning outsource hiring of Equipment from Vendors, making Purchase Requisitions, Purchase Orders and workflow follow ups for hiring / purchasing of new Equipment using ERP AX Dynamics, ICMS & Oracle Fusion Applications
- Securing timely completion of projects with meticulous supervision and coordination
- Managing resource allocation effectively, ensuring optimal utilization across all projects
- Optimizing process efficiencies using advanced planning tools and methodologies
- Supervising activities of workers and enforcing safety regulations

EQUIPMENT OPERATION ENGINEER

07/2018 to 12/2020

Al-Ayuni Investment & Contracting Company | Jeddah, Saudi Arabia

- Arranged 3rd Party Certifications / TUVs for all Heavy Equipment on Project Sites, ensured Safe Work Environment of Equipment Operations as per Safety Standards, Supervised Mobilization / De-Mobilization of

Equipment between projects, effectively followed up with all concerns to arrange required Documentation of Equipment such as Insurance, Istimara, MVPIs, Driver Cards etc. as per Government Requirements

- Effectively managed Team of 500+ Drivers & Operators on site, assigned Drivers & Operators to Equipment according to their competencies and ensured their Valid documentation such as Driving License & TUVs
- Created daily & weekly Equipment / Manpower Utilization Reports using advanced techniques in MS Excel for the Management, imported daily

activities of Equipment & Manpower from Excel to ICMS & ERP Tools to generate Timesheets for budgeting purpose, consolidation & assets allocation reports to allocate the cost & budget to the concerned entity such as Projects, Production Plants, Facilities, Accommodations etc.

- Enhanced safety protocols during construction projects, ensuring compliance with national standards and reducing workplace accidents.
- Conducted regular site visits to oversee smooth Equipment Operation, maintenance and progress.
- Developed comprehensive maintenance schedule for critical machinery, extending equipment lifespan and minimizing production delays.
- Reduced project completion time with efficient resource allocation and effective communication strategies.

EQUIPMENT MAINTENANCE ENGINEER

06/2016 to 06/2018

Al-Ayuni Investment & Contracting Company | Riyadh Al Haier

Workshop, Saudi Arabia

- Scheduled Repair & Preventive Maintenance related tasks for Heavy Equipment & Vehicles in Main Workshop by procuring required spare parts, oil & filters according to model & manufacturer of Equipment by strong communication with stakeholder through ERP AX Dynamics, Oracle Fusion & ICMS by creating PRs, POs & MRs to ensure timely maintenance & repairing of Equipment.
- Improved equipment lifespan by implementing regular maintenance schedules.
- Increased asset lifespan by creating comprehensive preventive maintenance plans tailored to each piece of equipment's unique needs.
- Visually inspected and tested machinery and equipment, performing routine preventive maintenance.
- Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.
- Developed strong relationships with suppliers, leading to improved response times for critical spare parts deliveries during breakdowns.
- Reduced downtime to increase productivity through efficient scheduling of repairs.
- Identified potential issues with routine inspections, prevented costly breakdowns.
- Procured spare parts in advance to avoid delays in repair work.
- Conducted training sessions, up skilled maintenance team

EQUIPMENT ENGINEER

01/2014 to 05/2016

Capital Development Authority (CDA) | Islamabad, Pakistan

- Performed Heavy Equipment's Maintenance & Operations on Construction Projects such as Rawalpindi to Islamabad Metros
- Installation & maintenance of Detour Generators (above 50 kVA) on sites and handling their maintenance activities.
- Performed preventive maintenance and troubleshooting to maximize equipment performance.
- Reinforced equipment safety standards and fostered policies and practices to enhance operations and support environmental, health and safety guidelines.
- Coordinated with suppliers to address warranty claims and expedite delivery of replacement parts when necessary.

EDUCATION

Bachelor of Engineering | Electrical & Electronics
International Islamic University, Islamabad

06/2014

PERSONAL INFORMATION

- Iqama Status: Valid & Transferable
- Date of Birth: 07/27/92
- Gender: Male
- Nationality: Pakistani
- Saudi Driving License: VALID
- Marital Status: Married

LANGUAGES

Urdu: Native language

Arabic:  C2
Proficient

English:  C2
Proficient