

ALI AL-YOUSIF

LOGISTICS COORDINATOR / SUPPLY CHAIN MANAGEMENT/ FLEET COORDINATOR

Eastern, Saudi Arabia

0545713789

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PROFILE SUMMARY

Motivated Logistics coordinator successful at planning , inventory control, customer service and transportation logistics. Excellent problem solving, analytical and interpersonal skills. Perceptive, experienced and cultivates positive business relationships through outstanding interpersonal and negotiation skills.

PROFESSIONAL & TECHNICAL SKILL

Analytical skills	Distribution management	Teamwork	Leadership
Problem-solving	Quality assurance	Transport management	Adaptability

WORK EXPERIENCE

Logistics Operations Specialist

March, 2022 – Present

Geyad for Industry & Contracting Co. Ltd.

- Coordinate daily logistics operations including receiving, storage, and shipments.
- Monitor shipment schedules to ensure on-time delivery and minimize delays.
- Prepare and review shipping documents such as invoices, packing lists, and delivery notes.
- Maintain accurate records in ERP.

Logistics Coordinator

October, 2024 – February 2025

ARDT Halliburton Drill Bits & Services

- Lead and supervise logistics operations for onshore and offshore oil and gas projects.
- Ensuring timely delivery of equipment, Nozzles and Bits.
- Manage inventory levels and track shipments using Legacy, SAP and ERP system.
- Oversee transportation and fleet operations, including scheduling and maintenance, to ensure safety and efficiency.

Logistics Coordinator

December, 2018– March, 2022

NAQEL Express

- Planning Emergency and Hot Taxi trips.
- Provided exceptional support, ensuring high levels of customer satisfaction and maintaining strong client relationships with Aramco.
- Trucking and confirm Proof of Delivery (POD).
- Utilized SAP and ERP systems to efficiently manage customer inquiries. Transport management, schedules, and delivery times.
- Ensuring all required receiving documentation is accurately completed.
- Order monitoring all customers and managing and keep the data of all available trucks for next day ready for dispatcher to make operation smooth.
- Collaborate with other departments to ensure transportation needs are met, including coordinating with warehouse and distribution teams to ensure timely delivery of goods.

Logistics Customer Service

June, 2018 – December, 2018

NAQEL Express

- Investigating and solving customer service complaints.
- Managing a team of junior customer service representatives.
- Focal Point between Aramco and our operation
- Work with customer service manager to ensure proper customer service is being delivered.

Assistant Administrator

Precast Building System Co. Ltd.

September , 2017 – June, 2018

- Translate letters, emails and meetings.
- Purchasing office supplies and work with vendors.
- Writing memos, correspondence, invoices, receipts, spreadsheets and other reports as needed.
- Answering or transferring phone calls and taking messages for select staff members.

Team leader

Saudi Marketing Company (SAMCO)

January , 2011 – March, 2012

- Trained the cashiers, made sure have great customer service.
- Responsible for counting and handing the money and making deposits.
- Supervised over the Front End Cashiers Train new cashiers.

EDUCATION

Midocean University

Bachelor of Management

2022 – 2025

Saint Mary's University

Second Year Business Administration and Management – Halifax, NS, Canada

2015 – 2017

CLLC – Canadian Language Learning College

University Pathway Program – Halifax, NS, Canada

2012– 2014

COURSES & CERTIFICATE

International Diploma in Logistics and Transport IDLT

The chartered institute of logistics and transport UK
Issued July, 2024

Supply Chain Management

NAQEL Training center (NTC)
Issued August, 2019

Lean Six Sigma Green Belt Certification

International Six Sigma Institute™
Issued July, 2019

KAIZEN™

NAQEL Training center (NTC)
Issued April, 2019

Customer Service Effective Excellence

Asharqia Chamber – غرفة الشرقية
Issued August, 2018

Customer Service Excellent

Anexas Europe
Issued August, 2018

Customer Complaints Management

Issued July, 2019
NAQEL Training center (NTC)

International Introductory Certificate in Logistics and Transport IICLT

The chartered institute of logistics and transport UK
Issued July, 2024

Safety and Health

Institution of Occupational Safety and Health IOSH
Issued February, 2020

General Industry Safety and Health

OSHAcademy Safety and Health Training
Issued January, 2019

Heartsaver First Aid CPR AED

American Heart Association
Issued December, 2018

Basic Fire Fighting Training

FireDirect Training Center
Issued February, 2019

Principles of Administrative Leadership

NAQEL Training center (NTC)
Issued July, 2019

Time Management

Issued April, 2019
NAQEL Training center (NTC)