

FARIS KHAN

LOGISTICS SPECIALIST

Riyadh, Saudi Arabia

0573157379

fariskhan08@gmail.com

Warehouse & Logistics Specialist with 6+ years' experience in customs clearance, shipping documentation, and compliance via Fasah, SABER, and ZATCA. Skilled in managing inventory, dispatch, and last-mile delivery across Saudi Arabia using SAP, Oracle, and Logix. Strong grasp of transport networks, lean warehouse practices, and KPI-driven logistics optimization. Holds a valid Saudi driving license for flexible, on-ground support.

Education

MASTERS OF SOCIAL & MANAGEMENT SCIENCES
Abdul Wali Khan University | 2016-2020

Work

LOGISTICS AND WAREHOUSE SPECIALIST

Anazeem Technology Company

Oct 2023 - Present

- **Logistics & Transportation Management**
 - Coordinate domestic and international shipments.
 - Ensure timely delivery across all supply chain stages in alignment with SLA targets.
- **Warehouse & Inventory Operations**
 - Supervise daily warehouse functions including receiving, storage, order picking, dispatch, and inter-departmental supply fulfillment.
 - Maintain accurate inventory records and conduct routine cycle counts and reconciliation audits.
- **Procurement & Supplier Coordination**
 - Manage purchase orders from issuance to fulfillment, ensuring timely delivery and adherence to quality standards.
 - Coordinate with vendors to verify invoice accuracy against POs and delivery notes.
- **Documentation & Regulatory Compliance**
 - Prepare and manage shipping documentation, including customs declarations, delivery notes, and bills of lading.
 - Ensure compliance with Saudi import/export regulations, SFDA/SASO standards, and international trade laws.
 - Utilize regulatory platforms such as Fasah, SABER, and ZATCA for seamless customs clearance and duty recovery.
- **Process Optimization & KPI Analysis**
 - Analyze logistics performance indicators to identify bottlenecks and implement data-driven improvements.
 - Optimize delivery routes and warehouse processes to reduce costs and improve transit efficiency.

PROCUREMENT & LOGISTICS ASSOCIATE

Virtoxed Technologies

Feb 2023 - Jun 2023

- **Procurement Operations:**
 - Managed end-to-end procurement activities including supplier sourcing, quotation analysis, and preparation of RFQs and procurement proposals tailored to project and business needs.
- **ERP & Data Management:**
 - Maintained accurate procurement records and supplier databases using platforms such as Oracle Cloud, SAP Ariba, and Logix ERP, ensuring real-time visibility of order statuses and inventory levels.
- **Cross-Functional Coordination:**
 - Collaborated closely with sales, operations, and finance teams to align procurement timelines with project milestones and client delivery schedules.
- **Logistics & Delivery Oversight:**
 - Supervised the physical movement of goods, ensuring timely and secure delivery to clients and project sites. Coordinated material pickups from distributors and maintained detailed delivery logs.
- **On-Site & Field Support:**
 - Provided hands-on support for urgent material requirements, supplier visits, and field-level coordination to resolve supply chain bottlenecks.
- **Compliance & Documentation:** Ensured procurement compliance by collecting and verifying supplier documentation in line with internal policies and KSA regulatory standards (e.g., SFDA, SASO).

PROCUREMENT & WAREHOUSE COORDINATOR

AIIT Solutions

Oct 2020 - Jan 2023

- **Strategic Procurement & Vendor Management**
- Executed full-cycle procurement processes including vendor sourcing, evaluation, and negotiation of pricing and contract terms to ensure cost-effective purchasing aligned with project and business needs.
- Built and maintained strong supplier relationships to ensure consistent quality, timely delivery, and service-level compliance.
- **Inventory & Warehouse Operations**
- Oversaw daily warehouse functions including goods receiving, storage, and dispatch, ensuring accurate stock handling and space optimization.
- Maintained real-time inventory accuracy through regular cycle counts and audits, minimizing discrepancies and reducing excess stock.
- **Logistics & Supply Chain Coordination**
- Acted as a key liaison between suppliers, logistics providers, and internal departments to align procurement and delivery schedules with operational timelines.
- Ensured timely and secure transportation of goods to project sites and client locations, including last-mile coordination and urgent dispatches.
- **ERP & Documentation Management**
- Managed procurement and inventory data using ERP platforms such as SAP, Oracle, and Microsoft Dynamics, ensuring full traceability and audit readiness.
- Maintained accurate records of purchase orders, invoices, delivery notes, and supplier documentation in compliance with internal policies.
- **Process Optimization & Cost Control**
- Identified and implemented process improvements across procurement and warehouse workflows, resulting in enhanced operational efficiency and measurable cost savings.
- Contributed to the development of procurement policies and SOPs to standardize practices and support organizational growth.

PROCUREMENT COORDINATOR

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Sep 2019 - Aug 2020

- **Procurement Support:**
- Assisted in the full procurement cycle by preparing quotations, processing purchase orders, and ensuring timely approvals in line with company policies and project timelines.
- **Supplier Coordination:**
- Liaised with vendors to confirm product availability, lead times, and delivery schedules. Followed up on order fulfillment and resolved delays or discrepancies proactively.
- **Cross-Functional Communication:**
- Collaborated with internal departments including operations, finance, and warehouse teams to align procurement activities with business needs.
- **ERP & Documentation Management:**
- Maintained accurate procurement records using ERP systems such as SAP, Oracle, and Logix. Organized PO logs, supplier correspondence, and invoice tracking for audit readiness.
- **Administrative Support:**
- Handled daily procurement administration including vendor data updates, document filing, and generating reports to support internal decision-making.
- **Process Efficiency:**
- Contributed to procurement efficiency by ensuring timely follow-ups, maintaining clean documentation flow, and supporting vendor relationship management.

Certifications

- Lean Six Sigma White and Yellow Belt
- Certified Negotiation Associate (NCN-A TM)
- Corporate Sales Fundamentals
- Sales Management Foundations
- CSCMP Supply Chain: Warehouse Operations
- CSCMP Supply Chain Foundations: Procurement Operations
- Cisco Certified Support Technician Cybersecurity [CCST Cybersecurity]
- (ISC)2 Certified in Cybersecurity (ISC2-CC)
- Meta Certified Digital Marketing Associate |
- Cybersecurity Foundations
- Project Management Professional (PMP)
- Google Analytics Certification
- HubSpot Digital Marketing Certified
- HubSpot Email Marketing Certified
- HubSpot Social Media Marketing Certified
- HubSpot Email Marketing Certified

Mobility & Compliance

- Transferable Iqama
- Valid Saudi Driving License