



SULTHAN

MUHAMMED SHA LOGISTICS COORDINATOR

OBJECTIVE

Experienced Logistics professional in a reputed manufacturing company. 3 years of working experience in Logistics and procurement. Has proven record in sourcing, procurement, logistics and vendor development management.

CONTACT

+966546047765

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MABu Umama Al Harthi,
Prince Muhammed
Ibnusaud Dammam, Saudi Arabia

PROFESSIONAL SKILL

- SABER.
- Working knowledge in SAP , ARIBA and Oracle ERP software.
- Price negotiation skill with the freight forwarders and vendors
- Experience in warehouse operation and shipping operation
- Highly motivated and flexible individual with a proven ability to work within cross-functional departments
- Excellent written and oral communications in intra and interpersonal skill.
- Working knowledge in MS Office (MS word, MS Excel, MS PowerPoint and MS outlook)
- Conducting business meetings through physical and zoom meetings.
- Strong leadership skills and proven track record of building successful teams.
- Problem solver with good technical skills and attention to details.

EDUCATION

SAP

Successfully completed six month certification course

Bachelor of Business
Administration

Specialized in Logistics,
Shipping and Port management

PERSONAL DETAILS

- Date of birth: 02 January 1997
- Age : 28 years
- Marital status : Single
- Religion : Islam
- Passport number : P7319451
- Iqama number : 2503373629(Transferable)

WORK EXPERIENCE

LOGISTICS COORDINATOR 2024 - Present
SAUDI CERAMICS COMPANY RIYADH, SAUDI ARABIA

- Handled over 500+ shipments, including Air, Sea and Road freight shipments.
- Communicate with vendors and follow up on shipment readiness, delays, or discrepancies.
- Submitting shipping documents on time and regular follow up for the documents according to the payment terms.
- Creating inbound and parking the shipment invoices
- Handled in clearance department and following up the delivery of materials to the plant/warehouse.
- SABER has been applying.
- Price negotiation with freight forwarders and gained 4% percentage profit last 11 months.
- Maintain accurate shipment records and Share logistics updates with relevant departments and prepare summary reports
- Handled foreign raw materials and spare parts department.

LOGISTICS EXECUTIVE 2021- 2024
RABZ GULF TRADING COMPANY PVT LTD DAMMAM SAUDI ARABIA

- Procurement of running products and new products as well as new vendor development from specification level to end user.
- Collaborated with Warehouse Distribution Centers ensuring efficient allocation
- Shipment tracking and updating the customer on timely basis.
- Planned and scheduled timely fleet inspections, equipment testing, and regular warehouse maintenance.
- Prepared documentation and coordinated transport of resources and materials.
- Monitored performance and identified areas for improvement

INTERNET ASSOCIATE 2020- 2021
RANDSTAD INDIA PVT LTD CHENNAI INDIA

- Worked in EMEA (EUROPE MIDDLE-EAST SOUTH AFRICA) Department as an Internet Associate of Amazon Workspace.
- Managed and successfully finished Amazon direct employees requests to change bank details, personal information and education details.
- Achieved BEST PERFORMER award for exceptional performance in more assignments in short period of time.

LANGUAGES

- English : Fluent
- Arabic: Beginner
- Hindi : Fluent
- Malayalam : Mother tongue