

IMRAN AHMAD KHAN

Logistics Area Coordinator

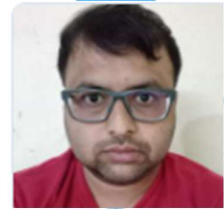


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Tabuk, Saudi Arabia



EXPERIENCE

Logistics Area Coordinator

Project Pioneers Cont. Company, Tabuk Saudi Arabia

11/2023 - Present Company, Saudi

- Supervise traffic controllers, site coordinators, and other personnel involved in traffic operations
- Responsible for arrangement of all documents required by client and consultant (Parsons)
- Set the shift schedule and assignments for the drivers and operator
- Schedule and route drivers efficiently
- Escalates issues to management and recommends solutions
- Organizes and leads in Maintenance training
- Makes sure the team adheres to Safety rules and regulation
- Overseen and managed daily logistic operations
- Preparing the rental agreement for rental drivers
- Preparing the rental agreement for rental equipment and vehicles
- Ensure proper utilization, operations, Maintenance and Daily Log
- Recording and follow up of all Equipment/Generators/Light vehicle deployed at site
- Preparing the documentation for TUV and assessment concerning the project
- Proficient in using logistics and transportation management software
- Excellent organizational and time management skill
- Strong understanding and ability to analyze data and make informed decisions
- Know maintenance best practices
- Manages maintenance workers and has strong leadership and interpersonal skills
- Excellent and strong communication skill

SUMMARY

RESUME Results-driven Logistics Supervisor with 5 years of experience in overseeing warehouse operations, transportation management, and supply chain efficiency.

Proven ability to lead teams, optimize workflows, and reduce operational costs while ensuring timely deliveries. Skilled in inventory control, fleet coordination, and compliance with safety regulations. Strong problem-solving and communication skills with a track record of improving logistics performance in fast-paced environments.

TRAINING / COURSES

LANGUAGES

Arabic

Advanced



English

Advanced



Hindi

Advanced



Urdu

Advanced



SKILLS

ERP

GPS

Microsoft Excel

Microsoft Power Point

Gmail

Excel

Microsoft Word

EXPERIENCE

Transportation and Logistic coordinator

Artikaz Transport Company Dammam Saudi Arabia

📅 10/2020 - 08/2023 📍 Saudi

- Schedule and route drivers efficiently
- Resolves problems associated with deliveries and truck shortages
- Ensure all safety rules are strictly followed
- Ensure customer complaints and issues are handled timely and effectively
- Develops maintenance policies and procedures
- Efficiently handled projects like Halliburton, Schlumberger/National Petroleum
- Working for Baker Hughes and Schlumberger on project site as third party
- Order tools, supplies and equipment
- Leads safety inspection at work site and ensure the team follows all company policies and procedures
- Escalates issues to management and recommends solutions regarding the maintenance of the truck, flatbed and tankers etc.
- Performs maintenance work as needed
- Ensure timely delivery of product LCO2, LOX, LN and required equipment to the project sites
- Handling and arranging the client our service (truck) for product delivery at various locations
- Looking after the maintenance of trucks and coordinating with technical team to fix the issues
- GPS tracking of the product delivery till it reaches safely to the customer warehouse
- Developed a more efficient delivery system
- Achieved targeted budgets in all operations
- Analyze order cycle to accurately meet the demand and emergency order
- Received appreciations from Manager and CEO
- Develop communication and transparent information system

EDUCATION

Bachelor of art from veer bahadur Singh Purvancal

University, Uttar Pradesh

📅 2020 📍 Uttar Pradesh

Intermediate from board of Uttar Pradesh

📅 2016 📍 Uttar Pradesh

High school

High school from board of Uttar Pradesh

📅 2013 📍 Location

- From board of Uttar Pradesh