

BILAL MOHAMMED HANEEF

LOGISTICS COORDINATOR

+966 591 064 230 | KHOBAR, KSA | bilal.haneef571@gmail.com

SUMMARY

A highly organized and detail-oriented Logistics Coordinator with 3+ years of experience in supply chain management and transportation. Skilled in inventory management, route optimization, and ensuring timely deliveries while minimizing costs. Proficient in logistics software and excels in maintaining compliance with regulations and enhancing operational efficiency.

WORK EXPERIENCE

Logistics & Warehouse Coordinator, Baker Hughes Saudi - Dhahran

Jun 2021 - Present

Baker Hughes Company is an American global energy technology company. One of the world's largest oil field services, industrial and energy technology companies, it provides products and services to the oil and gas industry for exploration and production, as well as other energy and industrial applications.

Key Responsibilities:

- Plan, coordinate, and monitor transportation and logistics operations, optimizing routes and methods to reduce costs and enhance efficiency.
 - SAP implementation for logistics, warehousing, and dispatch to streamline processes.
 - Collaborate with internal team to manage purchase orders, stock transfers, deliveries, and processing activities effectively.
 - Prepare and maintain daily production, dispatch, and material return reports for accurate tracking and analysis.
 - Oversee routine servicing and procurement for fleet vehicles to ensure seamless operation.
 - Provide regular reports on management activities, safety compliance, and any incidents or near-misses to senior management.
 - Ensure compliance with company procedures, HSE standards, and client requirements.
 - Identify opportunities for improving logistics processes, and safety standards.
-

Sales & logistics Coordinator, Arabian Food Cooperation - Riyadh

Mar 2020 - May 2021

Arabian Food Cooperation is a Logistic & Distribution co for FMCG. Dry, Chilled and frozen imported products etc.

Key Responsibilities:

- Plan daily delivery routes, assigned drivers, and maintained time schedules to ensure timely deliveries.
- Oracle implementation for logistics, warehousing, and dispatch to streamline processes.
- Coordinate with inventory team for daily & monthly stock reports.
- Recorded vehicle mileages, periodic services, and fuel receipts; prepared detailed monthly and quarterly reports.
- Addressed driver concerns and technical issues via phone, and tracked client feedback and complaints during operational hours.
- Monitor and purchase required stationary and other office supplies.
- Knowledge in keeping an effective workplace.

EDUCATION

Diploma In Basic Arabic & Islamic Studies at Medina University

- Arabic Language Course and Hifz.

Higher Secondary CBSE BOARD at IISRIYADH

- Specialization in Commerce, Business & Logistics Management.
-

ADDITIONAL INFORMATION

- **Skills:** Warehouse Management, Data Analysis, Supply Chain Management, Ms Office, SAP, Inventory Management, ERP, Database, Organizational Skills, Communication Skills, Oracle NetSuite.
- **Languages:** English, Arabic, Hindi, Malayalam
- **Driving License:** Valid Saudi Arabian and International