

JAVED KHAN

LOGISTIC COORDINATOR

PROFESSIONAL SUMMARY

Talented team player with excellent issue and conflict resolution skills, bringing more than 3.5 years of experience driving team and organizational success. Highly effective and knowledgeable in supply chain & logistics.

Driven Supervisor effective in creating positive environments where employees can thrive and succeed. Dynamic, reliable and committed.

EXPERIENCE

Logistic Coordinator

Jan 2023 - Present | Zamil offshore services

- Working to coordinate the movements of the required spare parts, and other required items, for the 80+ Zamil vessels and Barges.
- Contacting different freight forwarders to get their best rates to arrange urgent movements.
Arranging CBE to compare the rates given by different freight forwarders to pick the fastest and cheapest rate.
- Making sure the shipments are picked up on time, without any delay.
- Making sure the shipments can be cleared at the Saudi customs without any issue before arranging the collection.
- Getting the necessary docs / pictures and information on time, along with all SABER, CITC requirement, in order to get exemption / approval / certificate to be able to clear the shipment.
- Keeping track of all the shipments, and following up with the warehouse to confirm receipt, upon delivery.
- Making sure the shipment is moved to the vessel on time, to meet all or Aramco's requirements.
- Book shippers and send appropriate documentation, reducing dispatch delays.
- Complete shipment documentation to company standards.

CONTACT

 +966 0536796901

 Engr.javedkhan6257@gmail.com

 ADDRESS: Al Khobar

Education:

Bachelor of science in Civil Engineering

from University of Lahore, Pakistan
CGPA: 3.25/4

Iqama Status;

Valid & Transferrable

Driving License

Vaild

- Considering and planning the most effective route for freight in terms of cost and transit time.
- Organizing the transportation of freight between intermediate destinations – usually air, sea and road.
- Tracking and monitoring the movement of freight to ensure deadlines are met.
- Reporting back to the procurement team, keeping them up to date with the progress of shipments moved.
- Deciding on the best way to package stock, considering factors such as weather, terrain and type of goods
- Taking appropriate measures and ensuring all documentation is in place prior to the shipment's arrival
- Checking countries' legal requirements to make sure all the appropriate documentation (e.g. saber, CITC and undertaking) is filled out.
- Staying up to date with relevant political activities and legislation that might impact the transportation of freight.
- Organizing payments or processing transactions such as freight charges & custom duties to the freight forwarders and customs.
- Responsible for recruitment along with directing, instructing and training a team of 3 members.
- Effectively monitored the work of others and solved any problems that might arise during a project.
- Increased team productivity through effective staff planning, coordination and task delegation.

Logistic coordinator

Jan 2022 - Dec 2022 | FSL

- **Clients Dealt With:**
Schlumberger Middle East - CRE, ARM, Wireline, Halliburton, MI-SWACO, Baker Hughes, & DOWELL.
- **Responsibilities:**
Scheduling, updating & recording of client visitations & communications for all clients and prospective clients.
Handling importation & exportation of chemicals & DG.
- Maintaining proper customer information & provide them with offers & price quotations.
- Quoting the clients with rates for every mode of transport in Coordination with the carrier (Air Sea, Land)
- Documentation for all modes of freight forwarding (Air, Sea, Land)
- Negotiate with carriers & other agents to get the best rates in order to obtain business.

- Follow up on shipment collection, movement & ensure timely delivery at destination.
- Systematic update to the customer about their shipments.
- Prompt response to customer queries & handling various types of complaints.
- Getting appropriate routing confirmations from carriers & sending it to the customers.
- Work under pressure as a mediator between the clients & operation dept. / other stations & our agents to meet / satisfy the client's needs & requirements.
- Coordinate with overseas partners for routing the shipments from Origin station & delivery at destination.
- Preparation & submission of all freight job costing to Accounts before deadline.
- Follow up on client's pending payments in coordination with Accounts dept.
- Review receivables & follow up with credit controller to assure invoices are settled on time.
- Advanced knowledge of Excel, Word and MS Outlook
- Responsible for all KPIs and SLAs agrees with allocated customers.

Logistic Coordinator

June 2021 – Dec 2021 | Globelink weststar

- Worked in operations for Globelink weststar in the E-Commerce department, receiving about 50+ shipments daily, and sorting them out (on the system) in order to have a better tracking of the shipment
- Also worked on the GCS (Global case system) where we received 100s of requests / complaints, which customers raise on the Globelink weststar to solve them on time to keep the customers satisfied
- Received recognition from the manager

SKILLS

- Adaptable and quick learner, able to adapt self to new surroundings.
- Hardworking and independent, able to work on my own without being constantly supervised.
- Resourceful and able to supply solutions needed in quick fashion.
- Microsoft office (Outlook, Excel, PowerPoint, Word, ETC,)
- Fluent communication skills

- Ability to Work Under Pressure
- Time Management
- Leadership skills
- Employee management
- Issue resolution
- High-value project management

LANGUAGES

- **Arabic**
Intermediate
- **English**
Bilingual
- **Urdu**
Native
- **Pushto**
Native

CERTIFICATIONS

- Time to be effective training program.
- Communication and interpersonal skills
- Supervising others