

MOHAMMAD ALSHAREEF

OFFICE MANAGEMENT AND SUPPLY CHAIN & LOGISTICS

PROFESSIONAL SUMMARY

Motivated and detail-oriented professional seeking a long-term career in supply chain management. Eager to apply analytical skills and logistics knowledge to enhance supply chain efficiency and support organizational success.

CONTACT

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WORK EXPERIENCE

Admin Assistant & ASN Planner | JAN 2024 - Present

Flow Progressive Logistics | King Abdullah Economic city, Saudi Arabia

- Reviewed and processed Advanced Shipping Notes (ASNs) and verified delivery documents for inbound shipments.
- Coordinated with suppliers and warehouse teams to ensure accurate receipt of goods and timely inventory updates.
- Used Warehouse Management Systems (WMS) to track shipments and maintain organized records.
- Prepared daily reports and supported smooth warehouse operations through clear communication and attention to detail.

Administrative Assistant(Apprenticeship) | JAN 2023 - SEP 2023

Saudi Aramco | Yanbu, Saudi Arabia

- Received hands-on training in office management, scheduling, and professional communication.
- Handled documents, coordinated meetings, and used Microsoft Office tools effectively.
- Gained experience in customer service, safety procedures, and workplace ethics.
- Learned to manage time, support daily operations, and maintain confidentiality in a professional setting.

EDUCATION

Saudi Logistic Academy (SLA) | 2024-2024

Diploma in Supply Chain and Logistics Management

Yanbu Technical Institute | 2020-2023

Intermediate Diploma in Industrial Office Management

CERTIFICATION

Chartered Institute of Logistics and Transport (CILT) | 2024

Chartered Institute of Logistics and Transport

Record Management | 2023

Saudi Aramco

Office Safety | 2023

Saudi Aramco

LANGUAGES

Arabic (Native)
English (Professional working proficiency)

SKILLS

- Logistics & Inventory Management
- Time Management | Problem Solving
- Quick understanding of business strategies
- Data Entry | ERP & WMS Systems
- Microsoft Office | Team Collaboration