

Hassan Abu Taki

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Professional Summary

Dedicated and results-driven Supply Chain and Logistics professional with strong supervisory and leadership skills. Certified as an International Procurement Professional (CIPP) and International Procurement Manager (CIPM). Proven expertise in procurement, logistics operations, vendor management, and customer relationship management. Skilled in coordinating inbound and outbound shipments, optimizing inventory, resolving customer issues, and leading teams to achieve efficiency, compliance, and high standards.

Key Skills

- Supply Chain Operations & Logistics Management
- Procurement & Vendor Negotiation
- Inventory Planning & Control
- Contract & Supplier Management
- Customer Service & Relationship Building
- Leadership & Team Supervision
- Problem Solving & Decision Making
- ERP / MS Office Applications
- Impressive and excellent communication
- Photoshop editing
- Photography

Professional Experience

- Logistics Officer | SMSA Express Transportation Co., Ltd. | Qatif, KSA

Apr 2022 – Oct 2025

- Managed daily logistics operations including shipment tracking and tracing.
- Monitored stock levels and coordinated inbound/outbound shipments.
- Identified and resolved shipping errors to improve delivery accuracy.
- Supported procurement and warehouse activities ensuring compliance with company policies.

- Receiving-Dispatching Floater | SMSA Express Transportation Co., Ltd. | Qatif, KSA

Apr 2017 – May 2022

- Coordinated employee schedules and duties in receiving and dispatch operations.
- Managed cash collections and ensured proper financial reconciliations.
- Handled and resolved customer complaints, improving service satisfaction.

- Cashier | Al-Mohanna Pharmacies Group | Qatif, KSA

Mar 2009 – Aug 2009

- Operated cash register and handled customer transactions.
- Delivered customer service and managed daily closing tasks.

- Laborer | Al-Mohanna Pharmacies Group | Qatif, KSA

Nov 2008 – Mar 2009

- Maintained clean and organized environment.
- Assisted customers and arranged merchandise inventory.

Education

Bachelor of Business in Supply Chain Management | Western Illinois University, USA | 2014

Certifications & Training

- Certified International Procurement Professional (CIPP) – Blue Ocean Training (2024)
- Certified International Procurement Manager (CIPM) – Blue Ocean Training (2024)
- Inventory and Procurement Management – National Entrepreneurship Institute (2021)
- Procurement and Supply Chain Management – Business Intelligence Training Center (2021)
- Environment, Health & Safety – SMSA (2021)
- Process Training – SMSA (2018)
- Supervisory Skills – SMSA (2018)
- Customer Service Excellence – SMSA (2017)
- Diploma in Photoshop – Shaw Academy (2016)
- Diploma in Photography – Shaw Academy (2016)
- Photography Basics (2015)

Languages

Arabic: Native

English: Fluent