



MAAZIN ABDULLA

Logistics | SupplyChain

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📍 Khobar, Saudi Arabia

🚩 Indian

☎ 053 774 4705

📅 02/10/1998

👤 Transferable Iqama

PROFILE

Logistics professional with 18 months of experience in supply chain management, specializing in transportation planning, warehouse optimization, and inventory control. Proficient in coordinating logistics operations to ensure timely deliveries and cost-effective solutions. Recognized for strong attention to detail, analytical problem-solving, and a proven track record of streamlining processes to improve operational performance. Committed to delivering logistics solutions that consistently exceed customer expectations.

PROFESSIONAL EXPERIENCE

Logistics and Sales Coordinator

MDT Logistics Arabia

03/2024 - 03/2025

Dammam, KSA

Logistics Coordination:

Coordinated shipments through Saudi ports, optimizing routes and schedules to meet delivery deadlines.

Optimized Operational Workflows:

Managed and refined shipping processes, enhancing overall efficiency and ensuring strict adherence to industry protocols.

Trade Compliance & Regulatory Platforms: Familiar with Saudi Arabia's key import/export platforms including SABER for product certification, FASAH for electronic customs clearance, and HS Code classification for accurate tariff application and regulatory compliance. Experienced in using these systems to support smooth and timely cargo processing.

Customs Documentation Management:

Managed the preparation and submission of import/export documents via FASAH, ensuring timely and accurate customs clearance.

Maintaining Excel Records & Shipment Updates:

Maintained comprehensive Excel spreadsheets to track shipment statuses, delivery schedules, and carrier performance across multiple regions.

Sales Support:

- Handle customer inquiries, generate quotations, and process sales orders.
- Coordinate with the sales team to track leads, follow up with clients, and close deals.
- Maintain customer records and update CRM systems.
- Prepare sales reports, forecasts, and performance metrics.

Operations Intern

Kerala Roadways Pvt Ltd

09/2023 - 03/2024

Kozhikode, India

- Coordinated and scheduled road transport for the timely delivery of goods, optimizing routes to minimize costs and maximize delivery efficiency.
- Ensured all shipping documentation was accurately prepared for road transport, facilitating smooth customs and regulatory compliance.
- Conducted inspections of incoming and outgoing shipments, ensuring proper documentation (AWBs, invoices, e-way bills) and accurate stock levels.
- Worked closely with clients, suppliers, and internal teams to provide timely updates and resolve any logistical challenges, maintaining high service levels and customer loyalty.

Office Administration
Unique Hardwares

12/2020 - 10/2021

Kozhikode, India

- Handled quotations, negotiated pricing, and processed invoices, ensuring smooth end-to-end sales transactions.
 - Coordinated and managed daily administrative operations, ensuring smooth office functionality, effective communication, and alignment with organizational procedures.
 - Supervised office supplies inventory and procurement, maintaining optimal stock levels and preventing shortages through timely vendor coordination.
 - Monitored order status and delivery timelines, taking corrective action to avoid disruptions and maintain high levels of customer satisfaction.
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EDUCATION

Professional Diploma in Supply Chain Excellence - Level 5

Ernakulam, India

The Chartered Institute of Logistics and Transport - United Kingdom

02/2022 - 02/2023

Bachelor of Commerce

Kozhikode, India

University of Calicut

03/2017 - 03/2020

Higher Secondary

Kozhikode, India

JDT Islam Iqraa HSS

03/2015 - 03/2017

SKILLS

- Supply Chain Management
 - Inventory Management
 - Export/Import Documentation
 - Customs Compliance (SABER, FASAH, MAWANI, HS Codes)
 - Logistics Planning & Coordination
 - Air Waybill Preparation & SAL Clearance
 - Risk Management & Problem Solving
 - Customer Service & Satisfaction
 - Leadership & Team Collaboration
 - Communication Skills
 - MS Word & Excel Proficiency
 - Ability to Work Independently
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COMPUTER KNOWLEDGE

- MS Excel
 - MS Word
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LANGUAGES

- English
- Hindi
- Tamil
- Malayalam