

SAAD MUHAMMED

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Driving License: Available | Iqama: Transferable – Available to join immediately, no notice period.

Profile Summary

Commercial & Operation Executive with 5+ years of experience in total logistics solutions (Sea, Air, and Land), import/export operations, and telemarketing, I am a dynamic Individual, **seeking a role in logistics, operations, or sales** to apply my experience and deliver **practical, customer-focused solutions**. Proven expertise gained through 2.5 years at Sedres Group in Saudi Arabia and 3 years in a BPO company in Malaysia. Skilled in pricing strategy, quotation preparation, day-to-day logistics coordination, sales data analysis, and cross-functional collaboration to drive commercial growth. Adept at client communication, operations management, and performance optimization.

Education

Bachelor (BSc) in Business Information Technology
LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY, MALAYSIA

Work Experience

From Jan 2023 - July 2025 - **SEDRES GROUP (SEDRES TRADING & MARITIME SERVICES CO. LTD)** <https://sedres.com/>

Position : Commercial & Operations Executive Freight Forwarding || Location: Saudi Arabia

Responsibility	Summary
Pricing & Rate Procurement	Secured competitive freight rates across air, sea, and land. Secured Warehouse and Equipment (Crane, Forklift) Rates. Preparing and Bidding/Quoting Customers on single / project shipments.
Freight / Logistics Operations	Managed end-to-end Import and Export shipments including FCL, LCL, FTL, LTL, and project cargo. Coordinated with other freight forwarders and partners overseas.
Warehouse Operation	Sourced warehouse storage rates, maintained accurate records of inbound and outbound cargo.
Documentation & Compliance	Handled customs clearance and ensured regulatory compliance. Assisted clients in generating essential shipping documents (COO, CIPL, SABER etc)
Sales Data Analysis	Analyzed sales trends to support strategic planning & reporting. (Quarterly & Year End Report), (Budget Vs Actual) (Customer Wise) (AR Vs AP)
Quality & Network Governance	Ensured we have good relations with network partners (JCtrans, SCN ,GLA); and provided customers with service which meets their standards.
Client & Vendor Coordination	Liaised with clients, carriers, Drivers, and service partners for smooth execution.

Key Achievements:

- Consistently achieved multi-million SAR quarterly targets as a team.
- Improved cash flow by managing delinquent accounts and payment terms.
- Contributed to SOP development and adoption of tools like Kanban / Business Map.
- Maintained full operational oversight and risk awareness.
- Supported other Dept. like Offshore Marine & Chandling during critical periods.
- Engaged in exhibitions, trainings, and site/port visits to strengthen operational insight.

From Jan 2019 - Feb 2022

TOP GLOBAL BPO (CONTACT CENTER, MALAYSIA) <https://www.topglobalbpo.com/>

Position: Sales Team Leader

Key Responsibility	Summary
Performance Monitoring & KPIs	Track sales metrics (e.g., revenue, conversion rates, call volume), analyze trends, and take action.
Team Leadership & Coaching	Lead, mentor, and motivate the sales team with regular training and performance reviews.
Sales Strategy & Planning	Develop and implement sales plans and targets aligned with company goals.
Recruitment & Onboarding	Participate in hiring, training new hires, and assigning territories/leads.
Customer Relationship Management	Foster strong client relationships, address escalations, and ensure high satisfaction and retention.

Skills

Professional skills : Onshore and Offshore logistics coordination | Commercial strategy | Client & Vendor relationship management | Tactfulness | Sales data analysis | Negotiation | Cross-functional collaboration | Communication skills | Time management | Problem solving | Team coordination | Handling Sensitive clients | Customer service | Market research | Process improvement | Decision making | Leadership support | Adaptability | Freight forwarding operations | Pricing and quotation | Customs compliance | Shipping documentation

Technical Skills: Microsoft Excel (Pivot Tables, VLOOKUP) | Google Workspace | CRM tools (Salesforce) | ERP systems, SAP, KPI tracking, Basic financial analysis | Telemarketing systems | Lead generation tools (Zoominfo) | AI tools

Language

English – Fluent & Professional

Arabic – Conversational / Spoken Decent

Bengali (Bangla) – Native

Hindi – Fluent

Personal Information

Date of Birth: January 1998

Marital Status: Married

Nationality: Bangladeshi

Hobbies: Reading personal development books, watching a good Movie

About me: I grew up in Saudi Arabia, living in Jubail since 2008, and completed my high school in Dammam before earning my bachelor's degree in Malaysia. I'm someone full of potential and eager to prove myself. I'm passionate about growing not just in my career but as a person, always ready to take on new challenges and learn along the way. I'm excited to contribute my skills and grow with a team that values dedication and hard work.

14/07/2025

TO WHOM IT MAY CONCERN

This is to confirm that Mr. SAAD MOHAMMED was employed with SEDRES TRADING & MARITIME SERVICES CO.LTD from 11/01/2023 to 01/07/2025 as OPERATION AND PRICING EXECUTIVE.

During his tenure, Mr. SAAD demonstrated professionalism and dedication. He was a valuable member of our team, contributing positively to the work environment.

We wish him to success in his future endeavors.

Manager,
Department of Human Resources





LIMKOKWING
UNIVERSITY
OF CREATIVE
TECHNOLOGY



MULTI-NATIONAL MULTI-CULTURAL DIVERSITY & CREATIVITY

BSRIT20/2/014

It is hereby certified that

Saad Muhammed

is awarded

Bachelor of Science (Hons) in Business Information Technology

*for having completed the prescribed curriculum and assessments and
upon the recommendation of the Senate has, on this day, been conferred
with this award.*

*The University's distinctive learning focus on innovation, creativity, smart
technology usage and multicultural understanding have been achieved
and the recipient is empowered and equipped for leadership roles.*



Limkokwing

Tan Sri Dato' Sri Paduka Limkokwing
Founder & President

22 December 2020



EUROPE



ASIA



AFRICA

