

MOHAMED AJMAL

CONTACT

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PROFESSIONAL SUMMARY

Enthusiastic, detail-oriented logistics & supply chain management professional with over 12 years of experience in delivering impactful proficiency in time bound operations and reducing operational costs. Committed to operational efficiency, improving revenue and by working as a team leader I can easily adapt to work within a team.

PROFESSIONAL SKILLS

- Ability to multitask
- Work under pressure
- Team Leadership & teamwork
- Interpersonal skills
- Adaptability & quick learning
- Detail Oriented
- Time management
- Critical Thinking
- Problem Solving
- Microsoft Office Suite
- Digital literacy
- Communication proficiency
- Digital marketing understanding
- Sales reporting
- Shipping Management
- Packaging
- Order Fulfillment
- Inventory Management
- Logistics cost analysis
- Purchasing Supply Chain Management
- Process Improvement
- Client relationship building
- Customer Service

WORK HISTORY

Sales Manager/ Travel Consultant, 09/2023 to Current
Citron Arabia Travel & Tourism Company - Riyadh, K.S.A

- Client consultation & itinerary planning
- Managing sales records & sales operations
- Advised customers on visas and travel safety.
- Customized promotional strategies to meet needs of different clients, products and services.
- Negotiated contracts with vendors, securing competitive prices and terms.
- Coordinated with suppliers to secure the best rates and services.
- Offered personalized travel advice for enhanced holiday experiences.

Logistics Operations Supervisor, 08/2021 to 08/2023
Sweet Garden Trading - Doha, Qatar

- Enhanced customer satisfaction with effective complaint resolution strategies.
- Managed warehouse operations to increase productivity.
- Liaised with manufacturers, ensuring prompt product availability.
- Ensured retail deliveries through meticulous planning and sale.
- Supervised import, custom clearance & distribution of goods
- Proactively resolved delivery issues & ensured timely delivery.
- Managed daily operations of logistics & sales
- Oversaw Inventory management, reducing stock discrepancies.

Logistics and Supply Chain Coordinator, 06/2011 to 03/2019
Ahmed Abdulwahed Company - Jeddah, K.S.A

- Coordinated order placing & Purchase (Key suppliers- Nikon, SanDisk, Samsung, Philips, Hitachi, Kenwood, Panasonic, etc.)
- Negotiated freight charges & movement with forwarders.
- Coordinated FTL/LTL truck transport, local and international couriers
- Tracking of shipment until customs clearance & delivery to warehouse
- Managed complex import and export documentation to guarantee regulatory compliance.
- Engaged with third-party logistics providers to schedule deliveries and resolve

EDUCATION

Master of Arts: English Literature, (06/2008 - 03/2010)
Annamalai University - India

Bachelor of Arts: Functional English, (06/2005 - 03/2008)
University of Calicut - India

CERTIFICATIONS AND LICENSES

IATA/FIATA/Dangerous Goods Regulation (2009)
Speed Wings Academy, India

IATA/FIATA/Cargo Introductory (2008)
Speed Wings Academy, India

LANGUAGES

English- Fluent
Read, Write, Speak

Hindi- Upper intermediate
Read, Write, Speak

Arabic- Beginner
Read, Write, Speak

Malayalam- Native

PERSONAL DETAILS

Nationality: Indian
Visa Status: Transferrable
Gender: Male
Date of Birth: 28-05-1985
Marital Status: Married

transportation issues.

- Collaborated closely with the finance department for accurate budgeting and cost analysis.
- Ensured timely delivery of goods by efficiently coordinating with logistics teams.
- Collaborated with sales team to forecast product demand accurately.
- Proactively resolved delivery issues & ensured timely delivery.
- Directed daily operations to achieve maximum output and reduce costs.
- Coordinated dispatching of transport vehicles distributing goods across KSA.

Office Secretary, 03/2011 to 06/2011

Abdulla Alahmadi Trading Est - Jeddah, K.S.A

- Front office management & customer relationship
- Maintained professionalism and accuracy whilst handling sensitive office documents and information and kept databases up to date.
- Coordinated travel arrangements & hotel reservations for the company executives
- Ordered office supplies, maintaining a well-stocked workspace.
- Professionally managed company email correspondence, phone calls, business letters to ensure smooth communication within the organization.
- Updated diaries and calendars with events, appointments and holidays for efficient planning.

Cargo Officer, 04/2010 to 12/2010

Saudi Arabian Airlines Cargo - Calicut Intl Airport, Kerala, India

- Booking cargo space & tracking shipment details using a reservation system.
- Coordinated with Ground Supporting staff and ramp traffic staff.
- Issued Delivery Orders of Cargo, and Office administration works.
- Managed telex messages, email communications & Customer relationship
- Successfully delivered on tasks within tight deadlines.
- Delivered exceptional customer service by proactively listening to concerns and answering questions.
- Oversaw daily operations to achieve high productivity levels.

Cargo Assistant, 10/2009 to 04/2010

Air India Cargo - Calicut International Airport, Kerala, India

- Coordinated cargo operation for Air India, Air India Express, Etihad Airways, Bahrain Air.
- Supervised loading and off-loading for pallets, containers and bulk cargo.
- Ensured accuracy of shipment documents for seamless customs clearance.
- Assisted in loading and unloading activities, improved turnaround times.
- Liaised effectively with transport operators, ensured smooth cargo ground movements & warehousing.
- Performed tagging and labelling of air cargo.
- Held driving permit for driving in tarmac and ramp