

SYED RAJ MOHAMMED

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Date of birth: 15/06/1988 ♦ **Nationality:** Indian ♦ **Permit:** Available
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PROFESSIONAL SUMMARY

To be a part of an organization that lends a support and operating environment to its employees with ample to contribute and diversify one's knowledge and skills, challenges them intellectually and offers a strong potential for future growth.

Experienced professional focused on logistics operations with strong track record in optimising supply chain processes. Skilled in coordinating complex logistics networks and improving operational efficiency through strategic planning and team leadership. Committed to driving cost-effective solutions and enhancing service delivery.

Offering strong organisational and problem-solving skills with focus on improving operational efficiency.

Knowledgeable about managing logistics processes, coordinating teams, and ensuring timely delivery of goods.

Ready to use and develop project management, strategic planning, and team leadership skills in [Desired Position] role.

Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results.

Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

SKILLS

- Comprehensive problem-solving abilities technically
- Good verbal and communication skills
- Ability to deal with people (People management skills)
- Willingness to learn
- Self-motivated, quick learner & Team Player
- Experience in Microsoft office Applications
- Self-confidence, hardworking, sincerity, commitment, and punctuality
- Fluent English, and Arabic Speaking
- Arranging Transportation local deliveries.
- Logistics coordination
- Dispatching shipments
- Customs clearance
- Order tracking
- Transport scheduling
- Customs documentation processing
- Shipping regulations knowledge
- Route planning
- Dispatch coordination
- Transportation solutions
- Document preparation
- Driver schedule coordination
- Delivery route planning
- Driver allocation
- Transportation scheduling
- Driving licence

PROFESSIONAL SUMMARY

LOGISTICS OPERATION, 12/2022 - Current

Abdulrehman Hassan al Zahrani customs clearance - Dammam Saudi Arabia , Saudi Arabia

- Ensured prompt delivery of accurate products in appropriate quantities to assigned locations.
- Oversaw daily operations of transport department.
- Facilitating team operations encompassing drivers and vehicles.
- Oversee all facets of delivery vehicle dispatch, routing, and tracking.
- Coordinating shipment of complex and oversized goods to national and international destinations.
- Supervising, assessing, and cultivating growth of team comprising drivers and line managers.
- Contributed to strategy formulation and execution
- Serves as primary point of contact for all drivers.
- Orchestrated thorough maintenance and servicing for entire transport fleet.
- Conducting thorough induction and training programmes for all new personnel.
- Collaborate with delivery manager to facilitate seamless operation of both departments.
- Cultivating and strengthening customer relationships.
- Maintaining accurate administrative logs.
- Delivered comprehensive briefings to drivers.
- Coordinating vehicle assessments.
- Identifying operational inefficiencies, potential challenges and opportunities.
- Addressing and resolving queries and complaints with professionalism and efficiency.
- Evaluating staff performance and implementing disciplinary actions as necessary.
- Ensuring achievement of all site and customer objectives.
- Cultivating and strengthening enduring relationships with company-approved vendors.

Al Shaza Sharq Customs Clearance - Dammam , Saudi Arabia

- Handling import containers and pulling out on time avoiding demurrage.
- Assigning daily job to Customer Service Dept. as well as follow up with customers.
- Arranging the trucks flatbed, Low bed Trailers.
- Sorting out the issues which are pending with our clients & to guide them accordingly.
- Providing the quotation to clients for Transportation Business.
- Coordinating with clients & operation depart for daily transactions.
- Follow up with clients till get approval & confirmation of business from clients.
- Updating client on regular basis along with shipment details.
- Follow up for the payment for credit customers.
- Payment follow up with customers.
- Preparation & submitting Weekly Report of income & expenses to Manager for the Present Week and respecting days.
- Planning Inland Transportation to Riyadh, Jubail & Jeddah etc. from Transporters.
- Scheduled staff shifts for seamless operations around the clock.
- Coordinated vehicle maintenance for optimal performance.
- Reviewed fuel consumption reports to identify cost-saving opportunities.
- Enhanced client satisfaction with timely, efficient transportation solutions.
- Tracked deliveries using advanced software technology for real-time information sharing.
- Resolved transportation issues swiftly, minimised downtime.
- Provided training sessions to new hires, enhanced workforce proficiency.
- Assisted in budget planning of the department to control expenditures effectively.
- Boosted efficiency by streamlining transport routes and schedules.
- Managed freight documentation to ensure legal compliance.
- Handled emergency situations effectively, ensured minimal disruption in transportation process.
- Developed contingency plans, mitigated potential risks efficiently.
- Negotiated contracts with third-party carriers for best rates and service.
- Evaluated vendor services regularly for quality assurance.
- Checked inventory accuracy, improved order fulfilment rate.
- Maintained communication with drivers for real-time updates.
- Implemented safety regulations at work, reduced incidents significantly.
- Facilitated cross-departmental meetings to improve transport procedures.
- Collaborated with logistics team, bolstered workflow effectiveness.
- Participated in audits to maintain high standards of operation within the department.
- Coordinated operations of licensed drivers and lorries with focus on quality and timely delivery of products.
- Maintained cleanliness of vehicle interior and exterior and scheduled routine maintenance.
- Coordinated and managed allocation of drivers and vehicles to service network, guaranteeing efficient, accurate deliveries.
- Verified project adherence to regulatory and legal frameworks for compliant delivery.

EDUCATION

S.S.C: Board of secondary education, 03/2008

Farah high school - Hyderabad, A.P, India

- Level [Number] qualification

10+2: Board of intermediate, 06/2011

St tomas college - Hyderabad, A.P, India

- Level [Number] qualification

PERSONAL PROFILE

English and Urdu Arabic Languages:

PERSONAL PROFILE

- Name: Syed Raj Mohammed
- Age: 34 years
- Nationality: Indian
- Religion: Islam
- Marital Status: Married
- E-mail: syedrajmohammed111@gmail.com
- Iqama Status: Transferable
- License: Available