

MUHAMMAD NAUMAN YOUSAF

Logistics Coordinator and Purchasing Officer | Supply Chain,
Warehouse Management & Procurement

Address: Al Qassim, Buraydah, Saudi Arabia

Phone: +966 532946498

Email: ymuhammadnauman@gmail.com

SUMMARY

Logistics Coordinator and Purchasing Officer with over 4 years of dedicated experience in managing end-to-end supply chain operations, fleet maintenance, and material procurement within large-scale industrial and housing projects. Proven track record of monitoring inventory levels, optimizing warehouse storage, and streamlining transportation scheduling to minimize overstock and waste. Skilled in supervising daily logistics staff, enforcing strict international safety regulations, and navigating enterprise resource tools to maintain accurate digital tracking systems. Adept at coordinating with internal production teams, external suppliers, carriers, and corporate consultants to ensure seamless vendor relations and continuous, cost-effective material delivery.

WORK EXPERIENCE

Project Logistics Co-ordinator / Purchasing Officer / Warehouse Management & Fleet Maintenance Officer

Built Industrial | Al Qassim, Buraydah, Saudi Arabia

December 2021 - Present

Project: Developmental Housing Project Buraydah

Client: National Housing Company (NHC)

PMO: Dar Al Riyadh

Consultant: C-BLOC RE

- Direct comprehensive daily logistics and transport operations, optimizing carrier routing, vehicle scheduling, and live-tracking systems to guarantee punctual, cost-effective material deliveries.
- Formulate and execute tailored supply chain and purchasing strategies, leveraging continuous market research to source cost-efficient suppliers and reduce overall project procurement expenses.
- Administer real-time inventory tracking and material control protocols, executing rigorous periodic audits to rapidly resolve stock discrepancies and eliminate storage waste.
- Supervised warehouse operations from initial material receipt through structured staging and final dispatch, maximizing vertical storage layout configurations for optimal footprint utilization.
- Manage a structured preventive fleet maintenance program for all project transport vehicles, significantly minimizing operational transit downtime and securing long-term mechanical reliability.
- Enforce strict compliance with regional transportation regulations, industrial warehouse storage standards, and localized safety parameters across all distribution workflows.
- Serve as the central point of contact to align high-profile project stakeholders—including the NHC, Dar Al Riyadh, and C-BLOC RE—with internal production lines and third-party carriers.
- Lead, train, and evaluate on-site logistics personnel and warehouse staff, boosting team productivity by providing clear technical guidance and structural resource allocation.
- Manage the precision procurement and lifecycle tracking of technical site equipment and materials using Oracle System and OnTrack Hilti System to prevent supply shortages and maintain optimal project pacing.

CERTIFICATIONS / TRAININGS

- **NEBOSH International General Certificate (IGC) – UK Level 3** (2025)
- **OSHA 48 Hours Manager** (2023)
- **IOSH Managing Safely** (2023)
- **First Aid & CPR** (2023)
- **Permit To Work (PTW)** (2023)
- **Construction Safety** (2023)
- **Oil & Gas Safety Awareness** (2023)

EDUCATION

Diploma of Supply Chain Management

- Peshawar Institute of Technical Education
- 2020 – 2022

Diploma of Associate Engineering

- 2019

PERSONAL DETAILS

- **Iqama Status:** Transferable
- **Nationality:** Pakistani
- **Driving License:** Valid

TECHNICAL SKILLS

- **Software & Systems:** Oracle System, OnTrack Hilti System
- **Productivity Tools:** Microsoft Excel, Microsoft Word

SKILLS

Logistics & Supply Chain Optimization:

- Expert in managing end-to-end supply chain pipelines, optimizing carrier routing, establishing vehicle schedules, and using live tracking to ensure cost-effective, on-time material deliveries.

Procurement & Strategic Sourcing:

- Skilled in commercial purchasing, conducting continuous market research to identify reliable suppliers, evaluating vendor contracts, and lowering overall project material expenses.

Warehouse & Advanced Inventory Control:

- Comprehensive knowledge of warehouse layout design, secure material receipt, structured staging, and executing detailed physical stock audits to eliminate discrepancies and material waste.

Fleet Maintenance Management:

- Proficient in setting up preventive maintenance programs for transport fleets, maximizing vehicle reliability, and reducing delivery downtime during critical project transit timelines.

ERP & Asset Tracking Systems:

- Highly skilled in executing digital tracking workflows, monitoring stock levels, and managing material movements utilizing enterprise systems including Oracle System and OnTrack Hilti System.

HSE Compliance & Safety Leadership:

- Certified expert in enforcing workplace safety regulations, executing Permit to Work (PTW) protocols, and implementing hazard controls aligned with NEBOSH Level 3, OSHA, and IOSH standards.

LANGUAGES

- English
- Urdu
- Arabic
- German (A2)

DECLARATION

I hereby declare that the details and information given above are true and correct to the best of my knowledge and belief.

MUHAMMAD NAUMAN YOUSAF