



COVERING LETTER

Dear Hiring Manager,

I am writing to express my interest in the position of **Logistics Operations & Construction Supervisor**, as advertised. With extensive hands-on experience in both Logistics Management and Offshore/Onshore Construction Supervision - particularly with Projects such as CRPO-62, CRPO-88/89/90, MIP-2, and the 48" ZS-1 trunk line repair in Safaniya - I am confident in my ability to contribute effectively to your operations.

During my tenure at JANA MARINE SERVICES CO. LLC, I was entrusted with critical responsibilities across Logistics Operations, Vessel Coordination, Material Handling, and Manpower Mobilization. I successfully led Logistics teams, optimized transport networks, and implemented cost-saving strategies that reduced transportation expenses by 20% in the first year. In parallel, I supervised complex construction activities, ensuring adherence to timelines, quality standards, and HSE compliance both Onshore and Offshore.

Some Key Highlights of my experience include:

- Leading a 25-Persons Logistics Team and Coordinating International Supply Chain Operations.
- Managing Daily Logistics Operations Including Customs Clearance, Documentation, and Route Optimization.
- Serving as Platform-in-Charge for Offshore Assignments, Overseeing Logistics, Safety, and Operational Continuity.
- Supervising Construction Phases on Major Projects Including MIP-2 and the ZS-1 Trunk Line Repair, Ensuring Timely and Quality Project Delivery.

I bring to the role a strong blend of leadership, Operational Planning, and cross-functional coordination. My goal is to leverage this expertise to enhance your company's operational efficiency and project execution capabilities.

I would welcome the opportunity to further discuss how my background aligns with your organization's needs. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Yours Sincerely,

Mohammed Saleemuddin Khan

MOHAMMED SALEEMUDDIN KHAN

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Position Applied For: **Logistics Operations and Construction Supervisor**



PROFESSIONAL SUMMARY

Highly skilled and results-driven **Logistics Operations & Construction Supervisor** with extensive experience in both onshore and offshore logistics, currently serving at **Jana Marine Services Co. LLC**, Khobar – Dammam. Proven ability to streamline operations, reduce costs, and coordinate cross-functional teams to meet project goals effectively.

Demonstrated success in:

- Leading and supervising logistics teams of up to **25 personnel**.
- Implementing **cost-saving strategies**, resulting in a **20% reduction in transportation expenses** within the first year.
- Ensuring smooth coordination between departments to optimize **logistics workflow and supply chain efficiency**.
- Overseeing construction and logistics activities in both **offshore and onshore environments**, ensuring compliance with project specifications, safety standards, and international trade regulations.

Previous roles as an **Offshore Logistics Coordinator** and **Civil Site Supervisor** have further developed strong competencies in **project planning, risk management, and site inspection procedures**.

CAREER OBJECTIVE:

To apply my broad experience in logistics operations and construction supervision to support a progressive organization, contributing to enhanced productivity, operational efficiency, and project success.

EXPERIENCE

01/2024 to Current **Logistics Operation & Construction Supervisor**
Jana Marine Services Co. LLC - Khobar, Dammam, Kingdom of Saudi Arabia

- Key Responsibilities**
- Coordinated and supervised daily logistics and transportation operations, ensuring timely and efficient delivery of materials across local and international routes.
 - Developed and maintained strong communication channels among production units, sales departments, and logistics teams, enhancing overall workflow efficiency and minimizing delays.
 - Established productive collaborations with external vendors, customs authorities, and freight forwarders to ensure compliance with international trade laws and seamless customs clearance.
 - Designed and implemented route optimization strategies, improving delivery times and reducing operational costs significantly.
 - Successfully negotiated contracts and transportation rates with third-party logistics providers, achieving cost-effective solutions without compromising service quality.
 - Supervised and mentored a logistics team of 25 staff members, promoting professional growth, accountability, and high performance.
 - Analyzed logistics and supply chain performance data to identify inefficiencies, forecast demand, and implement data-driven improvements.
 - Ensured all logistics activities adhered to applicable legal, safety, environmental, and international regulatory requirements.
 - Collaborated with the procurement and warehouse departments to align material availability with project timelines and site requirements.
 - Played a key role in resolving logistics disruptions through proactive coordination, contingency planning, and quick decision-making.

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Position Applied For: Logistics Operations and Construction Supervisor



- Supported construction site operations by ensuring timely delivery and allocation of tools, materials, and manpower resources.
- Oversaw the logistical planning for project mobilization and demobilization phases, particularly for remote and offshore sites.
- Participated in risk assessments and logistics planning meetings to mitigate supply chain disruptions and align with project milestones.
- Implemented continuous improvement initiatives to enhance operational productivity, cost-efficiency, and service delivery standards.

01/2022 to 01/2024

Offshore Logistics Coordinator

Jana Marine Services Co. LLC - Khobar, Dammam, Kingdom of Saudi Arabia

Key Responsibilities

- Oversaw end-to-end coordination of offshore logistics operations, ensuring the efficient and safe handling, transportation, and storage of equipment, materials, and chemical products—both owned and rented.
- Managed and monitored shipment schedules to ensure timely deliveries aligned with offshore project timelines and operational needs.
- Maintained detailed records of material movements, purchase orders, and supply chain transactions to support accurate reporting and inventory tracking.
- Organized daily dispatch and transportation schedules, ensuring alignment with customer delivery requirements and vessel availability.
- Maintained up-to-date logistics documentation, including manifests, packing lists, and customs paperwork, in compliance with regulatory standards.
- Responded promptly to internal and external communication related to offshore logistics operations, managing departmental inboxes and ensuring timely resolution of inquiries.
- Facilitated efficient communication between onshore support teams, offshore platforms, and supply chain partners to streamline operations.
- Negotiated favorable terms and conditions with third-party logistics and storage providers, optimizing cost and service reliability.
- Ensured all supplies, materials, and equipment were delivered safely and in compliance with health, safety, and environmental (HSE) standards.
- Coordinated with marine and port authorities for vessel clearances, cargo transfers, and offshore loading/unloading activities.
- Monitored offshore inventory levels and raised requisitions for replenishment in coordination with procurement and warehouse teams.
- Prepared logistics reports and updates for project managers and offshore supervisors to support operational decision-making.
- Actively participated in logistics planning meetings for offshore mobilization and demobilization phases, ensuring resource readiness.
- Conducted regular audits of shipping documentation and inventory logs to ensure data accuracy and compliance with company policies.

01/2016 to 01/2021

Civil Site Supervisor

MS Global Constructions - Hyderabad, Telangana, India

Key Responsibilities

- Supervised and coordinated daily construction activities on-site, ensuring all work was executed according to project specifications, engineering drawings, and safety standards.
- Monitored project progress and ensured construction milestones were met within the approved timeline and budget.

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- Conducted regular site inspections to identify potential safety hazards, implementing corrective actions to maintain a safe and compliant working environment.
- Planned, organized, and controlled all phases of the construction process, from mobilization to completion, including resource allocation and manpower scheduling.
- Ensured that subcontractors and laborers adhered to quality standards, safety protocols, and contractual obligations.
- Collaborated with project engineers, quantity surveyors, and procurement teams to ensure timely availability of materials and equipment.
- Maintained daily work reports, site logs, and progress records to support project documentation and reporting requirements.
- Provided on-site technical guidance and support to work crews, resolving construction-related issues to avoid delays and rework.
- Participated in project meetings with clients, consultants, and internal stakeholders to provide updates and align on construction deliverables.
- Verified the quality of work through inspections and ensured that civil works met structural integrity and durability requirements.
- Coordinated with HSE personnel to enforce safety measures and conduct toolbox talks and risk assessments.
- Supported site handover and project close-out by preparing punch lists and ensuring the completion of all outstanding works.

SKILLS

- Microsoft Office
- Web frameworks
- Electrical
- Plumbing
- Carpentry
- Cooking
- Teamwork
- Project Management
- Communication
- Leadership
- Organization
- Problem-solving
- Operation oversight
- Security awareness
- Site inspection procedures
- Daily reports and checklists
- Team leader
- Site inductions
- Negotiation
- Risk management techniques
- Shift scheduling
- Supply chain management

CERTIFICATIONS

- International Transport & Shipping (ITS)
- Certified Supply Chain Expert (CSCE)
- Certified Supply Chain Management Expert (CSCM)

EDUCATION

01/2015

Diploma: Civil Engineering

ICON Institute of Engineering & Technology - Hyderabad, Telangana, India

Courses included Applied Physics/Chemistry, Building Construction, Hydraulics, Civil Surveying, Project Work

01/2012

Secondary School Certificate: regular

Shantiniketan High School - Hyderabad, Telangana, India

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CUSTOM SECTION

- **CRPO-62, CRPO-88/89/90 – Offshore Projects (Jana Marine Services with L&T Subcontracts)**
Coordinated and managed logistics operations for offshore manpower and material movement. Successfully collaborated with L&T and other subcontractors to streamline vessel scheduling and ensure timely support for site operations.
- **MIP-2 (Manifa Increment Project - Phase 2)**
Served as **Construction Supervisor**, overseeing day-to-day construction execution and ensuring work progress aligned with project plans and HSE standards. Managed logistics related to manpower deployment, equipment delivery, and offshore supply chain coordination.
- **IISS (Integrated Industrial Security System Project)**
Played a key role in logistics coordination and materials movement to remote sites, ensuring timely and safe delivery under strict compliance with security and procedural standards.
- **48" ZS-1 Trunk Line Repair – Safaniya Offshore Field**
Appointed as **Construction Supervisor**, directly responsible for managing the critical pipeline repair work. Ensured proper planning, resource allocation, and adherence to project deadlines and offshore safety requirements.
- **Platform-in-Charge – Offshore Assignments**
Held full operational responsibility for assigned offshore platforms, including logistics planning, crew movements, safety compliance, and coordination with marine vessels and support teams.

LANGUAGES

Urdu:	C2	Hindi:	C2
Proficient		Proficient	
Arabic:	B2	English:	C2
Upper Intermediate		Proficient	

HOBBIES AND INTERESTS

- Boxing
- Playing cricket
- Reading books
- Work study
- Fitness

PERSONAL INFORMATION

- Date of birth: 03/30/95
- Nationality: Indian
- Marital status: Unmarried
- Passport No. V5187558
- Saudi Iqama No. 2511062743
- Driving license available: Saudi Arabia & India