



# Rameez Rizvi

📍 Khobar , Saudi Arabia

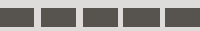
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## Skills

### Supply Chain Management

Streamlining end-to-end logistics processes



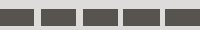
### Inventory Control

Monitoring stock levels and minimizing discrepancies



### Shipment Coordination

Scheduling and tracking domestic/international deliveries



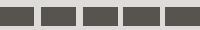
### Warehouse Operations

Overseeing storage, dispatch, and receiving procedures



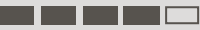
### Vendor & Carrier Liaison

Communicating with suppliers and transport providers



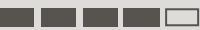
### Data Analysis

Using Excel or BI tools to optimize logistics performance



### Attention to Detail and Problem Solving

Resolving delays, shortages, or transport issues swiftly



### Communication and Time Management

Coordinating across departments and external partners and Prioritizing tasks in fast-paced environments



Efficient and detail-oriented Logistics Coordinator with proven expertise in managing supply chain operations, coordinating shipments, and optimizing inventory flow. Skilled in liaising with vendors, transport providers, and internal teams to ensure timely delivery and cost-effective logistics solutions. Adept at using ERP systems and maintaining accurate documentation to support smooth warehouse and distribution activities.

## Professional Experience

**Al Shaya Group** June 2021 - Present  
Logistics Coordinator Khobar

- Coordinated daily logistics operations including shipment scheduling, inventory tracking, and warehouse dispatch.
- Liaised with suppliers, freight carriers, and internal departments to ensure timely and cost-effective deliveries.
- Resolved transportation delays and supply chain disruptions through proactive problem-solving and vendor negotiation.
- Prepared accurate shipping documentation including invoices, packing lists, and customs forms.
- Optimized delivery routes and schedules, reducing fuel costs and improving delivery timelines.
- Supported cross-functional teams in procurement, warehousing, and customer service to streamline operations.

**SkybirdsTravel & Tourism** March 2020  
Corporate Travel Consultant Khobar

- Passionate and customer-focused Travel Consultant with extensive experience crafting personalized travel itineraries and delivering exceptional service.
- Skilled in booking flights, accommodations, and tours while providing expert advice on destinations, visas, and travel insurance.
- Adept at using reservation systems and maintaining strong relationships with clients and vendors.

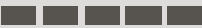
**Khairaz International Travels & Tourism** Feb 2016 - Feb 2020  
Travel Consultant

- Friendly and dependable Counter Staff professional with a strong background in customer service and front-line operations.
- Skilled in handling transactions, managing inquiries, and providing prompt, courteous assistance to customers in fast-paced environments.
- Adept at working collaboratively with team members, managing stock levels, and supporting daily business functions.
- Committed to delivering service with a smile and building lasting customer relationships.

Languages

English

Proficient



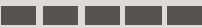
Arabic

Proficient



Tamil & Sinhala

Proficient



Hindi & Urdu

Elementary



Education

International Airline Ticketing Academy

Colombo, Sri Lanka

Graduated 2015

Diploma in Airline Fares/Ticketing

Asian Computer System (Pvt) Ltd

Colombo, Sri Lanka

Diploma in Airline Ms Office

IDM City Campus

Colombo , Sri Lanka

Diploma in Business Administration

Hamza College

Colombo, Sri Lanka

G.C.E O/Level