

# MOHAMED NALEEM LATHEEF

## Logistics shipping Executive

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### AREA OF EXPERTS

Product Handling & logistics documentation, Facilitate export (including guidance on packing, export documentation and pickup) assist with miscellaneous projects concerning the Logistics department, **Logistics Specialist-Transportation**, Cape. Coordinate shipments through the shipping **coordinator**.

### COMPUTER SKILLS

Plant management system (PMS)  
(LMS-Logistics management system)  
MS-Office, internet & emails  
Operating systems (Windows, Linus)  
C work for maintenance equipment handling

### STRENGTH

- Persuasive, Assertive & Perseverance
- Effective Interpersonal, Supervisory skills with excellent communication Skills.
- Analytical, team building, problem solving and organizational abilities.
- Result oriented and working in productive and efficient manner
- Open to feedbacks, initiative.
- Good Leadership qualities

### LANGUAGE:

English – *fluent*,  
Tamil – *Native*,  
Urdu – *Bilingual*,  
Hindi and Arabic - *Basic*

### PERSONAL INFORMATION

Visa Status: KSA Residence Visa  
Birth year: 1986  
Mobile No: +966 55 269 2302  
Marital Status: Married  
Sex: Male  
Nationality: Sri Lankan

## CAREER OBJECTIVE

My goal is to effectively organize and coordinate all logistical operations across the entire supply chain. Equipped with a comprehensive strategic planning and executive managerial skills, I am positive that this objective can be achieved. Working as a Logistics Executive for Six years provided me with first-hand knowledge on how to operate enterprise-wide transactions efficiently and surpassing target goals. At present, I am constantly improving my abilities in logistics management: planning, analysis, order handling, modifying, implementation, and monitoring of logistical structures and processes. If given the chance, I will be very glad to use my expertise for the success of the company.

## SUMMARY

Energetic Logistics Coordinator qualified in data management and anomaly-based analytics. Adept at cutting costs and improving efficiency through effective management, strategic scheduling, and streamlined operations. Highly effective at sales and marketing management for main liner, freight forwarding, and international shipping services.

- A results driven, self-motivated and resourceful logistics manager who is also a practical hand on operator possess rich experience of **6 years**.
- Excellent in refining transport systems to improve efficiency and increase profit.
- Extensive practical knowledge of the distribution of products.
- Proficient in all aspects relating to management and regulatory and statutory compliance.
- Excellent in improving the existing relation of organization and client.

## EDUCATIONAL QUALIFICATION

- Bachelor Degree in Arts Social Science (General-Hons) at South Eastern University of Sri Lanka in 2009  
*Duration: 3 years full-time, Conduct Medium: English & Tamil*
- *National Certificate in English for commerce, industry & further education at Technical college-Srilanka 2007-2009*
- *Computer Application Assistance-vocational training authority of Srilanka-2006*

## PERSONAL SKILLS & COMPETETANCE

- Highly experienced in managing logistics activities
- Extensive knowledge of supply chain management
- Sound knowledge of basic administration operations
- Familiarity with warehousing and distribution concepts
- Ability to manage sea and air cargo operations
- Ability to provide excellent customer service

## EXPERIENCES

### 2012 November – Current

Position : Logistics Shipping Coordinator & Logistics Executive (operation)  
Employer : Yanbu National Petrochemical Company (A SABIC Affiliate company)

- Manage the operations of Transport cold stores.
- Ensured correct allocation of resource to meet delivery schedules.
- Created a recording and reporting system.
- Supervised the import and export loads and bulk cargo.
- Manage the training and development of new recruiter.
- Doing the assigned job, according to the profile.



### 2009 November – 2012 November

Position : Logistics Shipping Sr. Dispatcher  
Employer : AL-MAJDOUIE DE RIJKE LOGISTICS CO, KSA & Netherland

- Act as main point of customer contact
- Manage liaison with suppliers and origin stations
- Provide shipment information to customers
- Liaison with different departments within the company to facilitate shipments
- Assist in tracking shipments and providing alternative information
- Provide transportation information and manage billing information
- Manage quality control by ensuring that all shipped orders are in working condition
- Receive shipments and ensure both quality and quantity
- Trace, track and expedite purchase processes
- Create and maintain contact with vendors and customers to ensure timely delivery of goods
- Interact with third party logistics service providers
- Audit freight cost and documentation
- Ensure accuracy of all inventories
- Maintain communication with warehouse staff to ensure proper working order
- Review bills, invoices and purchase orders
- Ensure all payments are processed in time



- Assist customers with inquiries
- Create packing lists and update shipment information in database
- Organize files both manually and electronically
- Monitor and facilitate repair orders
- Coordinate deliveries for repaired or returned items
- Ensure that the warehouse has sufficient space for incoming deliveries
- Ensure that all items are properly numbered and tagged
- Dispose of unserviceable or damaged items
- Conduct safety procedures for outbound shipment vehicle
- Reconcile hand receipts
- Manage warehouse security related work such as preparing badges, passes and identification cards

## **CERTIFICATION**

**ISO 9001:2008 & ISO 14001 & ISO 9001 Training & ISO 14001 Training**

ITL quality bureau 2014, Dammam Saudi Arabia

Improved product/service performance

Customer satisfaction

Increased your employees efficiency and productivity in work

Reduce operational cost

Upgrade communications, morale and job satisfaction for employees

Improved sales opportunities, service or product marketing, and advantage among competition

**ISO 14001** specifies the requirements of an environmental management system (EMS) for small to large organizations. An EMS is a systemic approach to handling environmental issues within an organization.

**OHSAS 18001** ITL quality bureau 2014, Dammam Saudi Arabia

Our OHSAS 18001 training courses cover the "health & safety" aspects of the OHSAS standard and will educate and prepare your organization to implement and maintain these internationally-recognized OHSAS 18000 family of standards

## **REFEREES:**

- 1). Mr. Shahul Hameed, Planning & Economics, Logistics coordinator, KEMYA, KSA, +966559782943
- 2). Mr. Mohammed Firdhous, IT Manager, Dammam, KSA, +966509009686

## **DECLARATION:**

I do hereby declare that the above given statements are true and correct to the best of my knowledge.