

**AHMED HAMMED**

Email: Ahmed@cba.ku.edu.kw

Civil ID: 396316941234

**Education****Bachelor of Business Administration – Operations Management**

Kuwait University, College of Business Administration

Alumni, Class of 2018

GPA: 2.75

**Experience****Operations Coordinator**

Logistics Company, Kuwait City

*March 2019 – Present*

- Monitored and optimized day-to-day operational processes to ensure efficiency.
- Collaborated with supply chain teams to reduce delivery lead times by 15%.
- Maintained inventory accuracy through periodic checks and data analysis.
- Assisted in developing process improvements that enhanced team productivity.

**Administrative Assistant**

Manufacturing Co., Kuwait City

*June 2018 – February 2019*

- Supported operations and administrative tasks, including scheduling and reporting.
- Maintained accurate records for procurement and supplier communication.
- Assisted in preparing operational performance reports for management.

**Skills**

- Operations Management & Process Optimization
- Supply Chain Coordination

- Inventory Management
- Data Analysis & Reporting
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Problem-Solving & Critical Thinking

## **Activities**

- **Member, Operations Management Club** – Kuwait University
  - Participated in workshops focused on lean operations and process improvement.
- **Volunteer, Community Service Programs**
  - Supported logistics planning for local charity events.
- **Sports Enthusiast**
  - Actively participate in football and cycling to maintain teamwork and fitness.

## **Interests**

- Process Improvement & Efficiency Strategies
- Supply Chain Innovations
- Technology in Operations Management
- Traveling and Exploring New Business Cultures
- Fitness and Outdoor Activities