

Ahmed Saleh Najm

Dammam-Saudi Arabia / 28/02/1997

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Career Objectives

Transportation Operations Supervisor with three years of experience in transportation, logistics, freight handling, hazardous materials transport, and the daily supply of over 30 fuel stations-serving more than 60 stations across the Eastern Region. I strive to be an active and impactful member of the transportation and logistics sector.

Skills

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|---------------------------|-----------------------|--------------------|
| - Computer Skills | - Attention to detail | - Microsoft Office |
| - Business Administration | - Solve problems | - Leadership |
| - Work Under pressure | - Organisation | - Data analysis |
| - Time management | - Communication | - Teamwork |
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Work Experience

Transportation Operations Supervisor at the Saudi Automotive Services Company (SASCO) (29/3/2022)

- Managing a team of 38 drivers and a maintenance team of 4 technicians.
- Leading and motivating drivers to consistently achieve monthly, quarterly, and annual targets and Establishing and strengthening relationships with key clients.
- Collaborating with various departments within the company to ensure seamless.
- Possessing in-depth knowledge of the regulations and laws set by the Ministry of Transport and Logistic Services in Saudi Arabia.
- Ensuring drivers comply with occupational health and safety regulations, both at Aramco loading facilities and at stations during unloading.
- Preparing daily reports on vehicle movements and monitoring fleet activities via GPS.
- Ensuring the availability of vehicles and equipment required to execute tasks as per operational directives and Monitoring vehicle operation permits, driver licenses, and Aramco access cards to ensure compliance.
- Coordinating transportation activities under the supervision of the Regional Manager.
- Supervising and overseeing supply chain operations and logistics procedures.
- Planning and tracking product shipments in accordance with customer and station.

- Managing order processing, organization, distribution, and ensuring the availability of raw materials and equipment to meet operational demands.
- Demonstrating extensive knowledge of Aramco's administrative processes, including the issuance and renewal of Aramco access cards for drivers, tankers, and loading operations.
- Optimizing fleet operations to ensure full efficiency and uninterrupted fuel supply to all stations and Communicating with Aramco to resolve any issues drivers encounter during loading at distribution stations.

Assistant Accountant at the Egyptian Trading Company (25/8/2018 - 23/6/2019)

- Assisting in the preparation of financial statements, reports, and records.
 - Handling accounts payable and receivable, ensuring timely payments and collections.
 - Reconciling bank statements and financial discrepancies.
 - Recording and maintaining accurate financial transactions in accounting systems.
 - Assisting in budgeting and financial forecasting.
 - Preparing tax filings and ensuring compliance with financial regulations.
 - Supporting the senior accountant in audits and financial analysis.
 - Maintaining organized financial documentation and records.
 - Coordinating with other departments to ensure smooth financial operations.
 - Monitoring and reviewing daily transactions of general accounts.
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Education

- Bachelor of Commerce (Department of Accounting and Business Administration) (2015-2019) / Mansoura University (Egypt)
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Training Courses

- Professional Financial Accountant (Training and Consulting Center, Mansoura University)
 - Training Course on Afaki Tracking Solutions (Afaki Information Technology Company)
 - Online Workshop: Introduction to Sustainability in Logistics and Supply Chains (Middle East Logistics Training Institute)
 - ICDL Course (Practical Computing Center, Mansoura University)
 - Internal Training Course at SASCO for Petroleum Services and Transport.
 - Introductory Course on the Quality System (Supervised by the Quality and Safety Management at SASCO)
 - Fire Safety Principles Course for Fuel Stations
 - Safety Procedures Course for Fuel Filling at Stations
 - Safety Procedures Course for Fuel Unloading Operations
 - Multiple Training Courses in Quality and Safety.
 - Attending the training program titled "Advanced Electronic Accounting Applications (2021)
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Languages

- Arabic : Mother Tongue
- English : Good