

**MAZHER ALI AMEEN**  
Operations Coordinator



Address: AL Khobar Al-Shamalia, Saudi Arabia  
Mobile: +966568544906 (WhatsApp/call)  
Email: mazherameen321@gmail.com  
DOB: 31-Oct-1998  
Iqama: **2605172572 (Transferable)**

**Professional Summary**

Detail-oriented and results-driven **Operation Coordinator** with 3 years of experience in the logistics and supply chain industry. Skilled in coordinating daily operations, managing shipment schedules, optimizing transportation routes, and collaborating with cross-functional teams to ensure timely and cost-effective delivery. Strong problem-solving abilities and a proven track record in improving operational efficiency and customer satisfaction.

**EDUCATION:**

**JUNE 2022**

Graduate

The University of Lahore

GPA: 71%

---

**AUG. 2017**

FSC (Faculty of Science)

GOVT. COLLAGE OF SCIENCE WAHDAT ROAD, LAHORE

GPA: 55%

---

**AUG. 2015**

MATRIC

Central model school, Samanabad, Lahore

GPA: 63%

---

**CERTIFICATES**

From Brain's collage, Lahore

- MS-Office Management (Word/Excel/Power-Point).
  - Logistics Software Training.
- 

**SKILLS:**

**Technical Skills:**

- Logistics & Supply Chain Coordination
- Transportation Management
- Inventory Control & Warehouse Operations
- Route Planning & Fleet Management
- Vendor and Client Communication
- Documentation & Shipment Tracking
- ERP & Logistics Software.
- Data Analysis & Reporting
- Process Optimization
- Team Supervision & Staff Scheduling

**EXPERIENCE:**

**Position:** Operation-coordinator

**Company:** Sabroso Chicken

**Duration:** 1 year

**Job Responsibility:**

- Coordinated daily operations including shipment planning, dispatching, and delivery tracking.
- Communicated with clients and vendors to manage orders and resolve delivery issues.
- Optimized transportation routes to reduce delivery times and operational costs.
- Maintained accurate documentation for shipments, invoices, and regulatory compliance.
- Collaborated with warehouse teams to streamline inventory management.

**EXPERIENCE**

**Position:** Operation-coordinator

**Company:** Balance Logistics  
and Relocation

**Duration:** 2 years

**Location:** LAHORE, PAKISTAN

**Job Responsibility:**

- Supported logistics and warehousing operations, including receiving and dispatch.
  - Prepared delivery schedules and maintained up-to-date shipment logs.
  - Coordinated with carriers and freight companies for smooth transportation.
  - Assisted in the implementation of a new tracking system that improved delivery accuracy.
- 
- **Extra-Curricular Activities**
  - Participated in staff-led initiatives to improve workflow, reduce waste, or optimize scheduling.
  - Volunteered in Lean or Six Sigma projects or hospital-wide process improvement campaigns.
  - Helped coordinate hospital or office events like health fairs, training workshops, or team-building retreats.
  - Supported logistics for conferences, accreditation audits, or department relocations.
  - Helped organize employee wellness initiatives such as yoga sessions, stress management workshops, or walking challenges.

**Languages**

URDU

ENGLISH

**Reference:**

Available on Demand.