

# ALI AL-YOUSIF

LOGISTICS COORDINATOR / SUPPLY CHAIN MANAGEMENT

Eastern, Saudi Arabia

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## PROFILE SUMMARY

Motivated Logistics coordinator successful at planning , inventory control, customer service and transportation logistics. Excellent problem solving, analytical and interpersonal skills. Perceptive, experienced and cultivates positive business relationships through outstanding interpersonal and negotiation skills.

## PROFESSIONAL & TECHNICAL SKILL

Analytical skills  
Problem-solving

Distribution management  
Quality assurance

Teamwork  
Transport management

Leadership  
Adaptability

## WORK EXPERIENCE

### Logistics Coordinator

ARDT Halliburton Drill Bits & Services

October, 2024 – Present

- Lead and supervise logistics operations for onshore and offshore oil and gas projects.
- Ensuring timely delivery of equipment, Nozzles and Bits.
- Manage inventory levels and track shipments using Legacy, SAP and ERP system.
- Oversee transportation and fleet operations, including scheduling and maintenance, to ensure safety and efficiency.

### Enterprise Resources Planning Specialist

Geyad for Industry & Contracting Co. Ltd.

March, 2022 – September, 2024

- Purchase requisition of goods services.
- Responsible for performing day-to-day maintenance on the ERP system.
- System Analysis.
- Ability to solve problems and process data.
- Document management.
- PMTR categories.

### Logistics Coordinator

NAQEL Express

December, 2018– March, 2022

- Planning Emergency and Hot Taxi trips.
- Provided exceptional support, ensuring high levels of customer satisfaction and maintaining strong client relationships with Aramco.
- Trucking and confirm Proof of Delivery (POD).
- Utilized SAP and ERP systems to efficiently manage customer inquiries. Transport management, schedules, and delivery times.
- Ensuring all required receiving documentation is accurately completed.
- Order monitoring all customers and managing and keep the data of all available trucks for next day ready for dispatcher to make operation smooth.
- Collaborate with other departments to ensure transportation needs are met, including coordinating with warehouse and distribution teams to ensure timely delivery of goods.

### Logistics Customer Service

NAQEL Express

June, 2018 – December, 2018

- Investigating and solving customer service complaints.
- Managing a team of junior customer service representatives.
- Focal Point between Aramco and our operation
- Work with customer service manager to ensure proper customer service is being delivered.

## Assistant Administrator

Precast Building System Co. Ltd.

September , 2017 – June, 2018

- Translate letters, emails and meetings.
- Purchasing office supplies and work with vendors.
- Writing memos, correspondence, invoices, receipts, spreadsheets and other reports as needed.
- Answering or transferring phone calls and taking messages for select staff members.

## Team leader

Saudi Marketing Company (SAMCO)

January , 2011 – March, 2012

- Trained the cashiers, made sure have great customer service.
- Responsible for counting and handing the money and making deposits.
- Supervised over the Front End Cashiers Train new cashiers.

## Assistant Supervisor

Itsalat International Company i2

January, 2007– December, 2010

- Completes store daily and weekly status reports.
- Coordinate production needs to maintain adequate supplies to meet store needs.
- Weekly Inventory

## EDUCATION

### Midocean University

2022 – Present

Bachelor of Management

### Saint Mary's University

Second Year Business Administration and Management – Halifax, NS, Canada

2015 – 2017

### CLLC – Canadian Language Learning College

University Pathway Program – Halifax, NS, Canada

2012– 2014

## COURSES & CERTIFICATE

### International Diploma in Logistics and Transport IDLT

The chartered institute of logistics and transport UK  
Issued July, 2024

### Supply Chain Management

NAQEL Training center (NTC)  
Issued August, 2019

### Lean Six Sigma Green Belt Certification

International Six Sigma Institute™  
Issued July, 2019

### KAIZEN™

NAQEL Training center (NTC)  
Issued April, 2019

### Customer Service Effective Excellence

Asharqia Chamber – غرفة الشرقية  
Issued August, 2018

### Customer Service Excellent

Anexas Europe  
Issued August, 2018

### Customer Complaints Management

NAQEL Training center (NTC)  
Issued July, 2019

### International Introductory Certificate in Logistics and Transport IICLT

The chartered institute of logistics and transport UK  
Issued July, 2024

### Safety and Health

Institution of Occupational Safety and Health IOSH  
Issued February, 2020

### General Industry Safety and Health

OSHAcademy Safety and Health Training  
Issued January, 2019

### Heartsaver First Aid CPR AED

American Heart Association  
Issued December, 2018

### Basic Fire Fighting Training

FireDirect Training Center  
Issued February, 2019

### Principles of Administrative Leadership

NAQEL Training center (NTC)  
Issued July, 2019

### Time Management

NAQEL Training center (NTC)  
Issued April, 2019