

## MAZHER ALI AMEEN

Operations Coordinator



Address: AL Khobar Al-Shamalia, Saudi Arabia

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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%

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#### **AUG. 2017**

FSC (Faculty of Science)

GOVT. COLLAGE OF SCIENCE WAHDAT ROAD, LAHORE

GPA: 55%

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#### **AUG. 2015**

MATRIC

Central model school, Samanabad, Lahore

GPA: 63%

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### CERTIFICATES

From Brain's collage, Lahore

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