



Mahmoud Adel Mustafa Musa

General Coordinator of
Logistics Services

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0574158451

Kingdom of Saudi Arabia,
Riyadh

1/9/1997

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Egypt

Languages

english language ٠٠٠ ٠٠٠

Skills

Accuracy and discipline in
work Strong organizationa

Strong organizational skills
to manage multiple tasks
simultaneously

Proí ciency in using
automated calculations such
as Excel and Word

Excellent communication
and interpersonal skills

Summary

Work as a general coordinator for logistics, purchasing and warehouse management
Responsible for providing maintenance and operation services for projects
Supervising requests and arranging the storage of raw materials And equipment to ensure that project requirements are met
Providing general services such as administrative services, maintenance services, cleaning, security and safety services for projects
Supervising the level of advanced services for the associated organizational units in terms of quality, accuracy, ei ectiveness And professionalism
Extensive experience in managing administrative tasks for projects and companies
Experience in managing warehouse operations for the company and projects
Experience in managing and monitoring the i ow and movement of vehicles
Coordinating and monitoring supply chain operations
Supervising all work activities and shared services including General logistics services, administrative services, Maintenance and security and safety services
Finding skills to work on logistics programs such as (ERP).
Experience in managing logistics operations planning
Coordinating and monitoring supply chain operations
Using logistics information technology to improve procedures
Experience in all general contracting works
Worked as a general coordinator for logistics services for projects As follows

King Faisal Air College Project in Al Majmaah Governorate
King Salman Park Project in Riyadh
Qiddiya City Project
Diriyah Area Project
Aramco Sports City Project in Dammam
Received a certi i cate of appreciation from Al Saif General Contracting Company
And
A certi i cate of appreciation from Al Bawani General Contracting Company
Received a certi i cate of appreciation from Aramco in the Aramco Sports City Project
5 years of experience in logistics and purchasing management
Warehouse management, transportation services and general contracting works

I have five years of experience as a General Logistics Coordinator, successfully managing procurement and warehouse operations. I am able to provide maintenance and operational services to various projects, with a focus on ensuring project requirements are met through the organization and storage of raw materials and equipment. I have worked on prominent projects such as King Faisal Air Academy and the Qiddiya City Project, enhancing my skills in coordinating logistics operations and supply chains.
I possess strong skills in managing general services such as administrative services, maintenance, security, and safety, and overseeing the quality and effectiveness of these services to ensure the highest level of professionalism. I am able to utilize logistics information technologies to improve procedures and increase efficiency, contributing to the improved performance of the teams I manage and the efficient achievement of project objectives. I have worked as a General Logistics Coordinator for over five years and have received numerous certificates of appreciation from prestigious companies such as Al-Seef Company, Al-Bawani Company, and Aramco for my effective contribution to their major projects. I have extensive experience in planning logistics operations, managing vehicle flow, and closely monitoring daily operations, which qualifies me to provide added value to any organization striving for excellence in logistics services.

I am an effective communicator, have a proven track record of positive referrals, and demonstrate high performance. I am looking for a position that supports professional growth and provides a stable work environment.

I am seeking a position that will enable me to demonstrate my commitment and ability to work. In my previous positions, I have demonstrated good productivity and the ability to learn quickly. I also possess the ability to build relationships, adapt, and adapt to change.

I am a highly experienced professional with a strong work ethic. I excel at problem-solving, prioritizing, project management, and working within a team. I am seeking an opportunity to advance my career and perform at my best. I am a highly experienced professional with excellent leadership and team management skills. I have consistently excelled throughout my career in identifying business opportunities, improving operations, and maximizing company profits. I am seeking an opportunity to advance my career.

I have a strong desire to enter the job market and apply the knowledge I have gained in my studies in the workplace. I am an effective communicator and perform tasks to the best of my ability. I am interested in gaining practical experience.

Coordinating transportation and distribution operations to ensure timely delivery of logistics services according to customer requirements.

Follow up on shipping and customs clearance procedures to ensure compliance with local and international regulations.

Prepare daily reports on shipping and inventory status to ensure operational transparency and effective planning.

Communicate with suppliers and customers to resolve any logistics-related issues quickly and effectively.

Prepare and submit reports and statistics.

Perform assigned tasks effectively.

Provide support with administrative tasks, such as responding to emails and calls, and managing documents.

Respect my supervisor and complete assigned tasks. Enjoy learning and self-development. Highly organized and organized.

Responsible for providing maintenance and operational services for projects.

Oversee orders and arrange storage of raw materials and equipment to ensure project requirements are met.

Provide general services such as administrative services, maintenance, cleaning, security, and safety for projects.
Oversee the level of advanced services for associated organizational units in terms of quality, accuracy, efficiency, and professionalism.

Extensive experience in managing administrative tasks for projects and companies.

Experience in managing warehouse operations for companies and projects.

Experience in managing and monitoring the flow and movement of vehicles.

Coordinating and monitoring the supply chain.

Skills

The ability to organize time and Organizing daily tasks

Proí ciency in using computers Accuracy and discipline in work

Ability to perform under work pressure

Excellent communication and interaction skills

Respecting my boss at work and completing the tasks assigned to me

EXPERIENCES

1/2/2021 -
30/10/2023

General Coordinator of Logistics Services

Al-Bawani General Contracting Company, Riyadh

1/1/2024 -
30/7/2025

General Coordinator of Logistics Services

Al Saif General Contracting Company, Riyadh

Education

15/8/2014
- 22/7/2018

Bachelor's

College of Management Information Systems and Administration , Mansoura Governorate
Bachelor's degree in Administrative Information Systems and Management with a very good overall grade