

SHAIKH MOHAMMAD SAMEER

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## OBJECTIVE.

To build a long-term career in logistic, shipping, and operation that offers professional growth of me.  
Learning experiences & fulfilling the organizational goals.

## CAREER SUMMARY

- Highly enthusiastic a professional with 12 years of experiences in Operation & transportation and logistics.
- Expert and good skill to managing schedule of delivery and drivers.
- Excellent transport systems to improve efficiency and increase profit.
- Maintaining the existing goodwill of organization and client.
- Managing and tracking shipments and providing best alternative solution to customer.
- Ability to work independently and as a member in the team, positive & self-motivated.

## PROFESSIONAL EXPERIENCES

Gulf Cryo Medical & Industrial Gases Co, Saudi Arabia, Dammam

Jan-2023 - Till Date

Sr. Distribution Supervisor KSA & Bahrain - Medical & Industrial Gases / Oil & Gases Project

- Processes Route Tanker of LCO<sub>2</sub>/LIN/LAR/LOX from production plant to different location as per customer requirement.
- Leads, Supervises, Manages, Motivates, and trains employees in the team.
- Schedule and routes drivers efficiently.
- Resolves problems associated with deliveries and product shortage.
- Ensure all safety rules are strictly followed.
- Ensure customer complaints and issues are handles timely and effectively.
- Communicates with operation supervisor to maintain appropriate stock on hand.
- Efficiently handled the projects like, Halliburton/Tekfen/Schlumberger/National Petroleum.
- Ensure timely delivery of product and required equipment to the project sites.
- Arranging the gate passes and ID for the drivers to supply the product and equipment on time to The project site to ensure continuous work without any issues.
- Handling and arranging the 3<sup>rd</sup> party transporter for product delivery at various locations.
- Looking after the maintenance of tanks and coordinating with technical team to fix the issues.
- GPS tracking of the product delivery till it reaches safely to the customer warehouse.
- Efficiently handling the supply of medical LOX to MOH in various regions of KSA.
- Efficiently handing in the supply of Liquid Nitrogen to Maaden project at Ras Al Khair for plants Amonia1 / Amonia2 / Amonia3.

**Al Shalawi & Logistics Co, Saudi Arabia, Dammam**  
**May- 2019 - Apr-2022**  
**Logistic & Transportation Coordinator**

#### **Job description**

- Managed all aspects of agency transportation activities including fleet management of 200 vehicles and Responsible for planning transportation of 80-100 loads per day with carriers between several locations throughout the nation.
- Act as main point of customer contact.
- Manage liaison with suppliers and origin stations.
- Provide shipment information to customers.
- Liaison with different departments within the company to facilitate shipments.
- Assist in tracking shipments and providing alternative information.
- Provide transportation information and manage billing information.
- Manage quality control by ensuring that all shipped orders are in working condition.
- Trouble shoots problem areas in logistics and coordinates problem resolution.
- Possesses strong written and oral communication skills. Demonstrates strong organizational skills in addition to effective problem-solving ability.
- Develops logistical plans, policies, and procedures necessary to provide support in the logistic areas.
- Communicated effectively with customers, outside carriers, and customer service representatives, handling questions, concerns and complaints with a professionalism that includes a commitment to meet customer needs more efficiently.

#### **Achievements:**

- Appreciate for work in proficiency in Accounts system.
- Redesigned the accounts payable system.
- Maintained positive working environment in management system.
- With strong and persuasive interpersonal and communication skills

**Al Barak Shipping & Logistics Co, Saudi Arabia, Dammam** Jan-2011 -  
**Apr-2015**  
**Logistic & Transportation Coordinator - International Freight Forwarding/Transportation/Custom clearance.**

#### **Job Description Area**

- Responsible for monitoring deliveries, ensuring customer satisfaction, and maintaining accurate of all transportation and goods.
- Receiving order from Customer and Making schedule for deliveries.
- Timely arrangement of Vehicles & Containers for stuffing of Shipments.
- Managing good relationship with supplier and origin station
- Responsible for order placement on timing.
- Monitoring the quality of movement of goods.
- Coordinating with Shipping Line regarding release order.
- Controlling Order Cycle and Associate information System.
- Responsible for directing all transportation activities and monitoring transportation cost.
- Coordinating with shipping line regarding freight.
- Managing supplier delivery performance and maintaining supplier relationship.
- Keeping all supplier programmes current and accurate.
- To maintain import and export document process.

- Handle Container Booking, updating of container details, Packing & Loading
- Update shipment schedule and provide alternative information to Customer.
- Shipments tracking from the Load port to destination port (ETD & ETA) & Confirm from Buyer also on timely delivery.

#### Achievements:

- Developed a more efficient delivery system.
- Achieved targeted budgets in all operations.
- Analyse order cycle to accurately meet the demand and emergency order.
- Receive many awards and appreciations from Manager.
- Develop communication and transparent information system.

**Al Barrak Shipping & Logistics Co, Saudi Arabia, Dammam**

**June-2015**

- June-2017

**Worked as Senior Operations Coordinator & Estimator in Al Barrak Logistics (ISO Tank Division)**

#### **Iso Tank Estimator & Operations Coordinator**

- Analyse plans and other documentation to prepare cost, parts maintenance and manpower expenses.
- Estimate damages on ISO tanks with manpower and point of time as per the contract of tank operators.
- Coordinate with technical team and management for related issues of ISO tanks and estimate it to operators for their approval.
- Documentation and assign pending works as per the approval to the concern technical team.
- Make sure if ISO tanks are due for periodic (Pneumatic or Hydro) test and raise estimation as per the requirement.
- Obtain approvals for testing from the tank operators and liaise with the surveyor to complete proceedings.
- Obtain and examine the appropriate use of equipment, facilities and materials needed to do certain work.
- Perform day to day administrative tasks such as holding records and process all required paperwork. Manage inventory and deliveries.

#### **Personal skill**

- Effective time management
- Delivery management
- Excellent and strong communication skill
- Cooperation and Coordination skill
- Flexible approach to work
- Excellent customer service oriented.

#### **EDUCATIONAL & PROFESSIONAL DEVELOPMENT**

**BACHELOR OF COMMERCE (BCOM)**  
Osmania University, Hyderabad

**April 2006**

#### **COMPUTER PROFICIENCY**

- Operating System: DOS, Windows, 2000, XP, Vista, 2007
- Database: Tally, MS-office (Word, Excel, PowerPoint, & Outlook)

#### **PERSONAL INFORMATION**

<b>Passport No:</b>	T3927697
<b>Nationality:</b>	Indian
<b>Languages Known:</b>	English, Arabic, Hindi and Urdu
<b>Marital Status:</b>	Married
<b>Father's Name:</b>	Shaikh Mohammad Saleem