

ELAMIN MOHAMED

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Makkah - Saudi Arabia

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PERSONAL DETAILS

- Date of Birth : 13/1/1988
- Marital Status : Married
- Nationality : Sudanese
- Gender : Male

OBJECTIVE

As a Logistics Manager I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

10/2022 -
Present

Azhar Holding Company - Makkah

Logistics Manager

- Develop mobilization plans for projects.
- Preparing strategies that organize operations and reduce their costs.
- Warehouse management, storage operations and annual inventory.
- Preparing and managing annual budgets.
- Management of movement, transportation and operating equipment.
- Develop maintenance plans.
- Providing equipment suppliers at the best prices and managing their contracts.
- Supervising the logistics team and assigning tasks to them and ensuring their completion.
- Staff evaluation

03/2020 -
03/2022

Building Construction Company - Al Khobar

Logistics Manager

- Preparing and managing budgets.
- Preparing strategies to reduce costs.
- Supervision of warehouses.
- Manage material inventory committees.
- Management of transportation, construction equipment and generators.
- Management of maintenance workshops and maintenance team.
- Managing contracts for the supply of external leasing equipment and approving their dues.
- Supervision of petty cash.
- Supervise the logistics team and assign them tasks.
- Recruitment and training of staff.
- Staff evaluation.

09/2016 -
02/2020

Althelim for Operation and Maintenance - Dammam

Logistics Officer

- Oversee procurement for all project requirements.
- Provide suppliers and ensure their readiness to provide the required.
- Negotiating prices with suppliers.
- Manage warehouse operations (supply, distribution and quality control).
- Develop short and long term plans to supply project requirements.
- Transport management (scheduling daily and weekly itineraries).
- Arranging teams and assigning tasks.
- Solve all kinds of problems facing the company and projects.
- Supervising the housing of the company's employees.
- Developing a monthly strategy for housing inspection and maintenance.

02/2016 -
08/2016

Eliktaz Government Services Office - Dammam

Government Relations Officer

- Carry out the renewal of the commercial register on the specified date at the request of the client.
- Annual renewal of the Chamber of Commerce subscription .
- Issuance of new trade licenses.
- Register the data in the system and then review the government municipalities to complete the rest of the procedures.
- Finishing labor office procedures such as requesting the issuance of work permits and work visas for the client.

04/2012 -
09/2015

Atlantic International Medical Supplies CO. LTD - Sudan

Logistics Supervisor

- Scheduling shipments and deliveries.
- Supervising the transportation of goods and arranging the process of receipt and delivery with shipping companies.
- Handling and processing all customer requests.
- Build relationships with vendors, shipping companies, and customs brokers to ensure smooth workflow.
- Communicate with different shipping companies to obtain quotations and selection The best in terms of cost, availability and reliability.
- Reorder products as needed to maintain adequate stock levels.

EDUCATION

2011

The National Ribat University

Bachelor in Economics

2013

Sudatel Telecommunications Academy

Diploma in Electronic Accounting

2022

British Board for Training and Consulting

Diploma in Procurement & Logistics Management

TRAINING & CERTIFICATIONS

- **Project Management Professional - PMP**
- **Time Management**
- **Safety at work**

SKILLS

- Excel (level 5) , ERP System (level 4) , Microsoft word (level 5) , Outlook (level 5)
- Team building , Decision making , Communication skills , Problem solving , Budget and planning

LANGUAGES

- Arabic
- English

PROJECTS

- **Logistics Manager -Azhar Holding Company**

Project Name : Belar, Arafat Mountain , Jeddah -Makkah Schools , Arrival of Pilgrims

Client Name : Ministry of Housing , Ministry of Ministry of Education , Hajj and Umrah

- **Logistics Manager - Building Construction Company**

Projects Name : Nesaj Town

Client: Ministry of Housing

- **Logistics Officer - Althelim for Operation and Maintenance**

Projects Name : Ithra Stem , I Spark

Client: Saudi Aramco