



MUHAMMAD YOUSUF S/O MUHAMMAD ANWAR

Khobar Kingdom of Saudi Arabia
Cell: +966 548 224 193/+966 556 182 639
E-Mail : muhammadyousuf20@hotmail.com
Iqama No. 2353334234 (Local transfer)
Driving License No. 04003500497602
Marital Status: Married

OBJECTIVE

To synchronize my professional knowledge, experience and skills with the organizational requirements to ensure mutual gains. Enjoy accepting challenges and learning new skills. I look forward to work efficaciously in your esteemed organization

WORK EXPERIENCE

2020-2021

APCOM CO. (DEC 2020 till Apr 2021 Khobar KSA)

Designation: Project Coordinator

1. Coordinate with Client and Supplier
2. Arrange manpower for ongoing projects as client request
3. Coordinate with supplier to use certified, ARAMCO TPI Approved equipment for all ongoing projects as ARAMCO needed
4. Responsibility to have Vehicle insurance and maintenances timely maintain
5. Handle all ARAMCO gate passes and vehicle sticker to be ready to use on immediate basis
6. Arrange all safety orientation for newly hired employee or manpower supply.
7. Arrange transportation for all crew member to all over sites to maintain our quick response to our client

2014-2020

AL ASWAD TRADING & CONTRACTING CO. (Khobar KSA)

Designation: Delivery Coordinator & Expeditor (Aramco & Sabic).

8. Taking care of all portal jobs of Aramco and SABIC download RFQ & PO copies assigning to Sales.
9. Expedite Materials from all BUs of suppliers to Al Aswad Warehouse.
10. Publishing ASN, GCC, Receiving CNs from NAQEL, Generate Gate pass requests for Aramco Deliveries.
11. Aligning all the Aramco deliveries as per Aramco Incoterms such as VTD, VTC & SAC.
12. Arranging all DDP deliveries to SABIC as per the Plants.
13. Checking material compliance according to customers PO and dispatching to correct locations.
14. Maintaining and updating of Material & Store Records on Excel reports and internal system.

2012-2013

DELUX PACKAGES (Pak.)

Designation: Officer, Store In-charge

Scope of the work entailed:

- | Monthly Reporting of Classification of Stock Record of Store |
 - | Preparing Statement of Daily Record |
 - | Assisting Company Secretary in day to day affairs |
1. Make the Bill, Delivering & Receiving the Material
 2. Maintaining and updating of Store Records

2010-2012

NATIONAL MEDICAL CENTRE (Kch. Pak.)

Designation: Receptionist

- | Preparing Statement of Daily Receiving Amount
- | Assisting Company Secretary in day to day affairs |

1. Make the Invoicing
2. Maintaining and updating of L a b Store

EDUCATION:

FA

LANGUAGES:

Urdu, English, Arabic