

curriculum vitae

Jassim Ayesh AlSaeed

Date & Place of Birth 09/05/1985 - Al Ahsa

Marital Status: Married

E-Mail: [Logistic2030@hotmail.com](mailto:Logistic2030@hotmail.com)

Contact Phone: 0535685811

**Objective:**

I'm looking forward to get a vacancy that I'm experienced in which is Material Management and logistic. Since I have wide knowledge at this field within ARAMCO sites for 8 years, I can assure that I can share my experience to improve the business in both KPI's, Timeframe and job quality.

**Education:**

Computer Technology Diploma – Technical College

**Qualifications & Experience:**

2010-DEC/ 2018-MAY	Team leader	DHL Co.
From 2018-6 & still working	Operation supervisor	Naqel Co.

Responsibility  
Scheduling shipments and delivers  
Supervising the process of receiving and sorting  
Supervising the load and upload process without a safety problem  
Follow up the shipment of deliver on time frame ( OTD )  
Make daily report  
Save receipt and delivery document  
Working on SCM And SAP System

**Rewarded Certificates:**

2008	Computer maintenance certificate from Department of Education.
September 2013	Proficiency certificate in TMS Reporting, Extracting and Data analyzing.
2015	Certified supply chain Specialist.
2015	English first level certificate.
2016	Time Management Certificate.
2016	English second level certificate.
2016	Effective Team.
2016	Mix Metal Mix (GPS).
2017	English Language Course New Horizon Institute for two months.
2019	TIME MANAGEMENT Training program at Naqel CO.
2019	LEADERSHIP Training Course at Naqel CO.
2019	OSHA Safety and Health Training Program from the American Institute.
03/2019	KAIZEN Japanese Management Techniques course
2020	Supply Chain Management Course.
2020	Course of HR Management.
2021	Fire Fighting training
2021	Injury report
2021	Manual Handling Training
2021	Hand & Power tool training

**Appreciation & Honorable Certificates:**

August 2013	Certificate of Appreciation from Exel DHL Saudi CO.
2013	A letter of thanks from Excel co.
2016	Certificate of Appreciation from DHL
2016	Best Employee of the year
	Certificate of Appreciation and thanks from DHL for Excellence.
	Certificate of Appreciation and thanks from Saudi Aramco for Excellence.

**Skills:**

Great communication skills  
English Speaker  
Good User of Microsoft Office  
Self-esteem & controlled  
Proficiency of Planning and Reporting  
I am having a High Ability to manage time and office works  
Team leader and motivator

**Reference:**

Ahmed Al Nasser – Exel Senior Territory Operation Supervisor # 0590011168