

# HUSSAIN AL SAEED

ADMINISTRATIVE INCHARGE / LOGISTIC CORDINATOR

## CONTACT

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Eastern, Saudi Arabia  
Married

## PROFILE

Well experience on management and logistics department for over 7+. Skills included strong leadership, teamwork, and planning skills. I am looking for an opportunity for a full-time job on management or logistics area.

## SKILLS

- COMMUNICATION  
(WRTITTEN, AND VERBAL)
- TEAM WORK SKILLS
- MS OFFICE
- LEADERSHIP SKILLS

## EDUCATION

Qatif college of Technology  
2011  
Graduated with Associate with Accounting

## EXPERIENCE

### Frank's Rawabi SA Ltd.

05/2021 – Current

Work as **ETM Coordinator**

- Handle load out and tracking all equipment prepare.
- prepare job report.
- Ake sure to b arrived all the equipment to the location

### Industrial Chemical & Resins Co.

10/2019 – 04/2021

Work as **Automotive Maintenance Manager.**

- Create monthly reports.
- Follow up with periodic inspection. Order, and Install tracking devices into our fleet. Make sure driver licenses are up to date.
- Create monthly and yearly reports for follow up our fleet.

### ILS

03/2015 - 11/2018

Work as **Logistic Coordinator.**

- Communicated with sale and stock department.
- Prepare daily trips.
- Create reports for our goods.
- Follow up between sale department and client for making sure the client got the shipping.

### Sinopec E&C Middle East Co.

03/2011 – 12/2013

Work as **Administrative Incharge.**

- Create and write reports.
- Prepare interviews and Train new hires
- Oversee the workers.
- Worked with Payroll department for making sure the workers got their salary.