

Holds a Bachelor of Arts and has about 18 years hands-on experience working in Logistics field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 30/03/1976
Gender : Male
Residence : Nasr City, Cairo

EDUCATION

: Bachelor of Arts (English Department), Ain Shams University, 1998

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

- : ISO 17025:2005 STANDARD INTERNAL AUDITOR at ESNAD, Eastern Province, Saudi Arabia (Dec. 2013).
- : ADVANCED FLEET OPTIMIZATION at MELI (MIDDLE EAST LOGISTICS INS.), Eastern Province, Saudi Arabia (Nov. 2013).
- : Purchasing Strategies & Inventory Control at Saudi Chamber of Commerce, KSA (Nov. 2005).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2016 till now
Employer : United Brothers Company, Cairo
Job title : Fleet Manager
Job Description :

- Provide general oversight of all activities, manage the day-to-day operations, and assure a smoothly functioning & efficient operation & Coordinate activities by scheduling work assignments, setting priorities, and delegating work accordingly.
- Analyze departmental operations and identify areas requiring improvement.
- Develop strategic performance metrics and targets that are consistent

with company goals and strategic plan.

- Translate strategic goals into specific, documented and achievable actions.
- Supervise a team of transportation employees, including hiring, delegation, training, Performance evaluation, disciplinary actions, coaching and formal evaluations.
- Ensure all employees comply with applicable legislation, including safe operation, carriage of goods, drivers' hours of service to ensure that the work is accomplished in a manner consistent with organizational requirements.
- Direct activities related to fleet daily/weekly/monthly master dispatching plan, routing, tracking vehicles, safe goods arrivals to customers, customers complex complains, maintain vehicles in peak operating condition, operation expenses & cost control, safety procedures, performance KPIs, monthly operation reporting, make decisions about the types of vehicles to acquire, registering and licensing each vehicle, and ensuring that licenses are always up to date.
- Maintain distribution operations by initiating, coordinating, and enforcing program, operational and personnel policies and procedures.
- Ensure customer requirements are met and takes corrective actions in case of deviations from customer requirements.
- Direct activities related to preventive & basic maintenance plan, liquids standards, spare parts purchasing.

Dates : From Mar. 2008 till May 2016

Employer : NATIONAL FEED Co. – KSA

Job title : Transportation Manager

Job Description :

- Direct activities related to (bulkers 35 Units, flatbeds, dumpers, hoppers 200 Units) daily/weekly/monthly master dispatching plan, Lead coordination with sales & production, routing, tracking vehicles, safe goods arrivals to customers, customers complex complains.
- Direct activities related to workshop teamwork, preventive & basic maintenance plan, Al Gafali Actross Agency maintenance guidelines, liquids standards, spare parts purchasing, consumable SP stock control, tires stock control, workshop's tools and supporting machines maintenance plan.
- Direct drivers obedience to road regulations, safety standards, complex drivers issues, recruiting, hiring, training, monthly trips levels, accommodation & vacations.
- Direct outsourcing of flatbeds, hoppers, dumpers suppliers and make sure their drivers are committed to company's standards of safety, manage credit facilities monthly payments.
- Direct purchasing of oil, diesel, liquids, spare parts, tires by ensuring safety stock levels, reordering economical point, shelf life, FIFO for all items locally or internationally and report to top management to release payment for 30 days credit contracts.
- Monitor spending to ensure that expenses are consistent with approved budgets.
- Analyze expenditures and other financial information in order to develop plans, policies, and budgets for increasing profits and improving services.

- Conduct investigations in cooperation with government agencies to determine causes of transportation accidents and to improve safety procedures.
- Promote safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members.
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules and government regulations.
- Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.
- Recommend capital expenditures for acquisition of new equipment or property in order to increase efficiency and services of operations department.
- Maintain standards of health and safety, hygiene and security.
- Prepare annual budget.
- Recruit, select, orient, coach and motivate employees.
- Initiate, coordinate and enforce optimal operational policies and procedures.
- Provide Top Management with monthly detailed reports.

Dates : From Mar. 2005 till Mar. 2008

Employer : National Feed Co. – KSA

Job title : MDO Manager

Job Description :

- Facilitate & coordinate all activities with other divisions/ business units in order to have a smooth running of the operations and procedures.
- Monitor all Strategies guidelines & the procedures taken by the related Managements to assure matching of standard measurements:
 - Sales Department.
 - Financial Department.
 - Purchasing Department.
 - Human Resources Department.
 - Factory Management:
 - Production Department.
 - Maintenance Department.
 - Inventory Department.
 - Transportation Department.
- Analyze and implement process flow improvements, to include capabilities for growth.
- Prepare operational analyses for the department.
- Recommend optimal production solutions and equipment needs according to team's analysis.
- Maintain a proactive equipment maintenance program by forcing more focus on Maintenance strategic preventive plan.
- Demonstrate the leadership and patience to manage team members to work effectively in a fast-paced and deadline-driven environment in order to reach ROE (Reduce Operating Expenses).
- Cooperating for creating departments such as, purchasing, accounting and engineering.
- Manage the day-to-day activities of the manufacturing process to assure that safety and best practices are maximized.
- Develop and oversee implementation and administration of department

- policies, systems and procedures.
- Considering the relative costs and benefits of potential actions to choose the most appropriate.
- Possess strong negotiation and relationship building skills with sub-contractors.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Evaluate employee performance and motivate to achieve peak productivity.
- Measure and upgrade standards for all job functions and procedures.
- Independently perform the most difficult administrative support services.
- Groups International Visits management.

Dates : From Aug. 1999 till Mar. 2005

Employer : KIRAN Co. – KSA

Job title : Logistics Sales Rep.

Job Description :

- Identify new business opportunities and through developing existing and new business accounts.
- Maintain an active new business prospect listing to approach and present to the company.
- Undertake new business sales calls to win new business.
- Develop financial supporting data and process data to potential and existing business wins.
- Maintaining existing customer database through regular sales visits.
- Maintaining a record of all outstanding purchase orders with external vendors.
- Arrange transportation and forwarding services for all orders to ensure material is delivered as per schedule.
- Expedites all critical orders with local subcontract vendors.
- Review expediting schedules on all customer orders.
- Obtain and forward information to planning and sales teams.

Skills:

- Total Quality Management.
- Purchasing Strategies & Inventory Control.
- SWOT Evaluation strategies.
- Negotiation and presentation skills with persuasive attitude.
- LAN Configuration.
- Hardware, software trouble shooting.
- Designing Incentive Systems according Productivity / Time Factor / Performance.
- FOCUS PRO, ISA SERVER, TEAMVIEWER6, LAN & DOMAIN MANAGEMENT, WIN SERVER 2003, BACKUP MANAGEMENT.
- MS Project Manager.
- OPEN Proj Management tool.
- Open work bench.