



MAMDOUH MOHAMED EL SAYED

LOGISTICS MANAGER



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Education

- ❖ Bachelor of Commerce

Additional Certificates

- ❖ MBA
- ❖ Finance Diploma
- ❖ Economic Diploma
- ❖ Marketing Diploma
- ❖ Sales Diploma
- ❖ HR Diploma

Skills

- ❖ Supply Chain management and Logistics.
- ❖ Warehouses Operations and Inventory Control.
- ❖ Strong Communications and analysis.
- ❖ Critical Thinking abilities
- ❖ PMV & Transport Management
- ❖ Rout Planning
- ❖ Problem Solving and Decision Making
- ❖ Risk Management
- ❖ Data Analysis
- ❖ Leadership
- ❖ Time Management
- ❖ Cost Control
- ❖ Motivation
- ❖ Supplier Negotiations
- ❖ Teamwork
- ❖ Organizations
- ❖ Accountability
- ❖ Collaborations

Objective:

A dedicated professional with over 10 years GCC experience of Office Management, Logistics, Procurement and the Supply Chain. Has a consistent & proven track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing performance, all to tight time scales and within budget.

Committed to identifying and implementing continuous improvements in the supply chain. Now looking for a new and challenging managerial position, one which will make best use of existing skills and experience and also further my personal and professional development.

Work Experience

Khalifa Steel Industries

Doha – Qatar

Logistics Manager

Duties & Responsibilities

- ❖ Management of Company Fleet Vehicles to ensure all project sites receive required materials according to the agreed timeline
- ❖ Responsible for warehouse and inventory management
- ❖ Liaise with Accounting to insure accurate and timely invoicing, Co-ordination with freight forwarders / shipping lines / transportation companies and customs brokers to ensure timely shipping and clearance of shipments.
- ❖ Tracking of material deliveries, collection and storing of all shipping documents
- ❖ Developing strategies for distribution of goods
- ❖ Managing supply chain systems to ensure accuracy and efficiency
- ❖ Ensuring the delivery of items in a timely manner
- ❖ Effectively communicating with customers, suppliers, and other stakeholders
- ❖ Developing and maintaining relationships with vendors and suppliers
- ❖ Negotiating contracts and rates with carriers and vendors
- ❖ Analyzing data and trends to improve logistics activities
- ❖ Monitoring and controlling inventory levels
- ❖ Ensuring compliance with regulations and laws
- ❖ Developing and implementing cost-saving strategies
- ❖ Developed and implemented logistics strategies and processes to optimize delivery times.
- ❖ Managed the day-to-day operations of the warehouse, including loading and unloading of goods, inventory control and stock management.
- ❖ Monitored performance and identified areas for improvement.
- ❖ Resolved customer complaints and issues quickly and efficiently.
- ❖ Analyzed data and made recommendations for improvements to logistics and shipping processes.

2022-
Present

Software Skills

- ❖ Microsoft Office
- ❖ MS office 365
- ❖ Operating System
- ❖ Social Media
- ❖ Email Management
- ❖ Presentation Software

Languages

- ❖ Arabic - Fluent
- ❖ English - Fluent

Personal Details

- ❖ Nationality : Egyptian
- ❖ Marital Status : Married

2007-
2020

Al Habtoor Leighton Group

Doha – Qatar

Asst. PMV Manager

Duties & Responsibilities

- ❖ Ensures proper implementation of all Company procedures within the PMV department.
- ❖ Assists the Project Managers in the development of project-specific PMV Procedures if required.
- ❖ Responsible for specifying the needs of the PMV presence in projects depending on the conditions of each project.
- ❖ Supervises the process of setting up the PMV workshops on sites to enable smooth commencement and continuation of Project activities.
- ❖ Monitors the operation of all Company's equipment and miscellaneous service equipment through various control measures and ensures optimum operational status and deployment.
- ❖ Assumes responsibility for Project Mobilization.
- ❖ Reviews Project Contract and Plant List and arranges for the necessary logistics for transferring plant to specific project sites.
- ❖ Monitors Plant operating and maintenance costs and productivity.
- ❖ Carries out analysis to identify trends and make recommendations for rectification of variances of irregularities
- ❖ Maintains plant market knowledge and contacts to keep up with developments, obtains realistic offers for evaluation and approve purchases within level of delegated authority.
- ❖ • Manages the maintenance and workshops activities and fulfills repair requests from projects and sites in coordination with the resource optimization manager
- ❖ Ensures all maintenance tasks are performed and completed in a safe and timely manner.
- ❖ Assigns work to perform preventive maintenance work on equipment and machines and prepare maintenance schedules and plans.
- ❖ Ensures that all equipment is maintained, repaired, returned and installed to production status and that all safety procedures are followed properly.
- ❖ Assesses all repairs thoroughly so that all replacement parts as well as any necessary spares or parts kept in inventory are ordered in a timely manner.
- ❖ Maintains a flexible maintenance management system in coordination with IT function.
- ❖ Provides and produces periodic reports on operational costs and condition of equipment's as needed.
- ❖ Analyses different technical studies to decide whether to repair or buy a piece of equipment.
- ❖ • Assists procurement function in equipment's specifications purchase requests, and evaluate technical proposals from suppliers.
- ❖ • Implements training programs for all personnel working in the PMV department.

Declaration

I hereby declare that the information given above is true and correct to the best of my knowledge.