

# SAJEED ANWAR K

Experienced in **Admin Cum Logistic Supervisor in Construction, Electronics, Oil & Gas Industry** with a demonstrated history of **Seven** working years, as adhering to company policy with the ability to manage and co-ordinate with various departments like Branches/Service center/Operations/Logistics and Customers by applying my interpersonal skills on a day-to-day request and also which has enabled me to expose strong organizational skills, techniques, planning and to render my sincerity in taking up challenges to serve with diligence and ability to work well with the team for the growth of both organization and myself.

## WORK HISTORY

### ADMIN CUM LOGISTIC SUPERVISOR

BAYTUR CONSTRUCTION COMPANY |  
REDSEA PROJECT

AUG 2023 - CURRENT

- Serve as coordinator between the manufactured goods to ensure on-time delivery
- Experienced working on different ERP projects
- Following up with daily Purchasing order from the procurement department
- Timely completion of processing inventory, filling shipment orders and organizing incoming stock
- Checking delivery order & invoice with warehouse staffs & Drivers before delivery goods
- Properly maintained inbound material invoices
- Coordinated site equipment and logistics for efficient material transfers, ensuring timely delivery and safe handling in accordance with project requirements and HSE standards
- Supervised all Warehouses including inspection, inventories on a daily basis to maintain regular database.
- Engaged with managers and engineers with daily inbound material availability
- Arranging material to distribute on construction site
- Issuing purchasing request form based on the request of concern department
- Daily monitoring on going safe activity of warehouse worker
- Closely monitoring to the accounts department to rising the material invoices
- Achieving high leadership goals in the organization.



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Al WAJH, REDSEA- SAUDI ARABIA

## SKILLS

- MS OFFICE (Outlook, Excel & Power Point Presentation)
- Dynamics AX (Axapta)
- Aconex
- ERP
- Health and Safety regulations
- Supply chain management
- Equipment Maintenance
- Customer Service
- Site operations
- Team leading

## EDUCATION

### JAYA ENGINEERING COLLAGE

CHENNAI, INDIA

Bachelor: Electronics & Instrumentation  
Engineering

GPA: 65%

- Ensuring valid vehicles documents for making Entry permit gate pass in portal
- Monitored employee attendance records for maintaining discipline within the team.
- Reduced workplace conflicts through effective communication and negotiation skills.
- Ensured smooth operations with regular maintenance checks.
- Improved operational efficiency by coordinating with dispatchers and construction staff for pickups and deliveries.

## **LOGISTIC EXECUTIVE**

ZEBRONICS INDIA PVT LTD | CHENNAI,  
INDIA

MAY 2023 - AUG 2023

- Co-ordinating with the billing team for everyday dispatch via mails
- To do filling of papers like invoice, E-way bills, LR copies in systematic manner
- Allocating various courier vendors for daily shipment through Blue Dart, ST couriers, Delivery, Safe Express, Xpress bee etc.
- Preparing monthly dispatch reports
- Manually checking the material to be dispatched
- Daily updates using ERP as per the company norms
- Oversaw logistics team, promoting teamwork and coordination.
- Managed warehouse inventory, ensuring product availability.
- Coordinated with suppliers to ensure timely delivery of goods.
- Negotiated contracts with vendors, securing best prices and terms of service.
- Accountable to hire new vendors required for shipment and dispatch

## **ADMIN OFFICER**

SAUDI ARABIAN BAYTUR (SAB) | HBRP  
PROJECT, KAUST

APR 2018 - FEB 2023

- Schedule and coordinate meetings, appointment, and travel arrangements for managers and clients
- Purchased and maintained office supply inventories and being careful to adhere to budgeting practices
- Typed documents such as correspondence, drafts and email to following the clients and management
- Manpower and shift management
- Strong knowledge of Excel (Advanced), VLOOKUP, Pivot table and advanced Formulas
- Mobilizing people and equipment is a complex process and requires detailed planning to optimize safety precautions and quality service.
- Controlled spending on overhead and equipment by devising and

executing cost management procedures

## CERTIFICATIONS

- NEBOSH (IG2)
- First Aid at Work – KHDA, UK
- Construction industry HSE management system
- TUV Rheinland certification in certified instrumentation engineering.
- SMEC and CIE Certification in SMEC labs institution.
- Process Safety Management in Oil & Gas

## LANGUAGES

ENGLISH:

URDU:

TAMIL:

ARABIC:

TURKISH: