

Nader Ehab Saleh

Administration Coordinator / Logistics Coordinator

Jeddah, Saudi Arabia

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I am on the hunt for a challenging and rewarding role that aligns with my academic background and my experience, offering a platform to not only apply but also enhance my skill set. My goal is to foster a long-term career marked by growth and to enrich my professional experience. With a keen focus on development and a commitment to excellence, I am poised to contribute effectively to your team and deliver tangible results.

EXPERIENCE

Administration Coordinator / Logistics Coordinator (Facilities Management) at ISAM KHAIRI KABBANI -IKK group Feb 2022 till now.

Key Responsibilities:

- ❖ Collaborate closely with the HR department to manage employee-related processes, including documentation renewals (Iqama, passport), leave management, resignations, and travel arrangements
- ❖ Assist new staff with onboarding, including timesheet management to accurately record working hours.
- ❖ Prepare comprehensive timesheets for labors, staff, and rental equipment to ensure proper tracking of resources.
- ❖ Handle petty cash and prepare detailed expense sheets, contributing to effective financial management.
- ❖ Handle procurement activities, including purchasing office supplies, to support organizational needs.
- ❖ Orchestrated the procurement of office supplies and equipment, streamlining inventory management processes.
- ❖ Responsible for the management of accounts payable, guaranteeing the prompt and precise execution of financial transactions.
- ❖ Proficient in handling email correspondence and assuring prompt responses to internal and external stakeholders.
- ❖ Supervise residential camps, keeping detailed records of rental agreements, and managing prompt payments and extensions.
- ❖ Lead the coordination and management of fleet services, guaranteeing periodic maintenance and compliance with licensing regulations.
- ❖ Daily coordination with drivers to planned distribution areas and ascertaining seamless logistics operations.
- ❖ Proficient in issuing transport documentation, including NAQL waybill for trailers and Dyna.
- ❖ Oversee daily operations in stores and warehouses, optimizing supply chain processes.
- ❖ Liaise with suppliers to ensure timely delivery of materials to site locations.

Administration Coordinator / Logistics Coordinator at El Amana for Tires and Batteries distribution.
Oct 2018 - Nov 2021.

Key Responsibilities:

- ❖ Maintain and organize all administrative documents, including invoices, purchase orders, and delivery receipts.
- ❖ Ensure that all records are up-to-date and comply with company policy.
- ❖ Serve as the primary point of contact for customer inquiries regarding tire products, order status, and service issues.
- ❖ Troubleshoot customer complaints and provide effective resolutions.
- ❖ Coordinate appointments and schedules for deliveries, pickups, and inventory checks.
- ❖ Manage logistics communications between suppliers, customers, and internal teams.
- ❖ Input data into the company's management system, ensuring accuracy and attention to detail.
- ❖ Generate and distribute regular reports on inventory levels, sales figures, and shipping status.
- ❖ Assist in day-to-day office operations, such as managing correspondence, scheduling meetings, and supporting executive staff as needed.
- ❖ Assist with budget tracking and management, processing invoices and expense reports.
- ❖ Coordinate payment processes with vendors and suppliers.
- ❖ Plan and manage the logistics of tire shipments, ensuring timely deliveries while optimizing costs.
- ❖ Address issues related to logistics, such as shipment delays or damage claims, swiftly and effectively.

Education

Faculty of Commerce.

(Mansoura University)

2014-2018

Courses

English for Effective communications

(AUC)

Talent Acquisition

(HRCI)

Skills

- Exceptional coordination and organizational abilities to manage multiple tasks and priorities.
- Interpersonal skills, both verbal and written, facilitating effective interactions across all organizational levels.
- Proven track record in administrative support and logistics coordination.
- With a Precise methodology, I prioritize accuracy and adherence to administrative procedures.
- Proficient in the realm of financial management, such as handling petty cash and tracking expenses.
- Proficiency in Effective planning, ensuring Productive allocation of staff and resources.
- Competent in procurement and supply chain management, contributing to operational efficiency.
- Strong analytical skills to address issues as they arise and develop solutions promptly.
- Time management.
- Teamwork.
- Decision-making.
- Adaptability.
- Multitasking.

LANGUAGES

Arabic
English

Native
Very Good

PERSONAL INFO

Birth : 01/02/1996
Iqama : Transferable.
Driving license : Valid.