



ATEEQ NOOR

ID: 2568257253 **Work permit:** Saudi Arabian **Nationality:** Pakistani

Date of birth: 09/05/1991 **Place of birth:** Kotli, Pakistan

Phone: (+966) 539559817 **Email:** linehaul49@gmail.com

Work: ABR Contracting Company Khuzam Vellay near Riyadh Airport ABR Contracting Company Khuzam Vellay near Riyadh Airport, 13346 Riyadh (Saudi Arabia)

WORK EXPERIENCE

ABR Contracting – Riyadh, Saudi Arabia

City: Riyadh | **Country:** Saudi Arabia

Logistic Supervisor

[07/04/2024 – Current]

Detail-oriented and highly organized Logistics and Document Controller with 7 years of experience managing document workflows, ensuring compliance, and maintaining accurate records. Proficient in document management systems (DMS), version control, and regulatory compliance. Adept at collaborating with cross-functional teams to streamline documentation processes and improve efficiency. To develop and implement processes related to document control and management

To providing administrative support to the Engineering team As a supporting role in contract administration To organize, update and improve the overall workflow of information and documentation within the company My job responsibilities leads up to increasing accessibility, updating information, recording traceability and retrieving documents, supporting the correct on-going project development Verifying documents structure and the accuracy of the data, so as to ensure clear and correct communications with the Client, the other stakeholders and the Contractor

Control, coordinate and supervise the issue and recording of all drawing and documents produced by designers, subcontractors and other third parties for our design and construct projects

NAQEL Express – Riyadh, Saudi Arabia

City: Riyadh | **Country:** Saudi Arabia | **Website:** www.naqel.com | **Email:** ateeq@naqel.com.sa | **Name of unit/department:** Linehaul and Warehouse - **Business/sector:** Transportation and storage

Operation Team Leader

[02/02/2020 – 04/10/2023]

Managing daily logistics operations, including transportation, warehousing, and inventory control.

Planning and coordinating shipments to ensure timely delivery and cost efficiency.

Supervising and training logistics staff and teams.

Monitoring supply chain performance and implementing process improvements.

Ensuring compliance with safety standards and regulations.

Communicating with vendors, carriers, and internal departments.

Managing logistics budgets and controlling operational costs.

Utilizing logistics management software for planning, tracking, and reporting.

Resolving operational issues promptly to prevent delays.

Maintaining accurate documentation for shipments and inventory.

AI MAWARID MANPOWER – Riyadh, Saudi Arabia

City: Riyadh | **Country:** Saudi Arabia



Operation Support Agent

[18/10/2017 – 04/11/2019]

Conducted detailed analysis on supply chain processes, identifying inefficiencies that, when addressed, resulted in a 10% cost reduction and improvement in delivery times
Utilized advanced software tools to manage inventory levels, successfully reducing excess stock by 25% while maintaining high service levels
Collaborated with suppliers and vendors to develop more effective shipping methods, leading to a 12% improvement in speed and reliability of incoming goods
Prepared in-depth reports on logistics performance, which helped senior management make data-driven decisions, ultimately boosting operational efficiency by 15%.

EDUCATION AND TRAINING

Higher Secondary School Certificate(Intermediate)

AJKBISE [01/01/2010 – 31/12/2011]

City: Kotli | Country: Pakistan | Website: AJKBISE.COM | Field(s) of study: Arts and humanities: • Arts and humanities not further defined | Level in EQF: EQF level 7

Secondary School Certificate (Metric)

AJKBISE [01/01/2007 – 31/12/2008]

City: Kotli | Country: Pakistan | Website: AJKBISE.COM | Level in EQF: EQF level 6

CS001-VU-Computer Proficiency License

Virtual University of Pakistan [01/11/2011 – 30/11/2012]

City: Kotli | Country: Pakistan | Website: vu.edu.pk | Level in EQF: EQF level 3

LANGUAGE SKILLS

Mother tongue(s): Urdu | Hindi

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

SKILLS

Microsoft Office / Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Google Drive / Zoom / Outlook / Google Docs / Organizational and planning skills / Good listener and communicator / Team-work oriented / Motivated / Decision-making / Written and Verbal skills / Critical thinking / Responsibility / Gmail / Internet user / WhatsApp / Creativity / Presenting / Power Point / Good time management / Excellent writing and verbal communication skills / Ability to Work Under Pressure / Teamwork / Problem-solving / Good Communication / Excellent organizational planning and solving problems in short time / Analytical skills / Detail-Oriented