

Naseer Muhammad

Admin | Operations in Logistics & Transportation.

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KSA | UAE | PAK

Khobar, KSA

• English
• Urdu
• Hindi
• Arabic



Overview

A seasoned logistics professional with 20 years of experience across the UAE and KSA, backed by a degree in Commerce & Accounting. My expertise spans end-to-end operations administration, enriched by multidisciplinary skills in IT integration, financial management, and ISO compliance, driving efficiency and excellence in the transportation sector.

Work Experience

Admin & Operations (Logistics & Transport)

- **Operations Controller** : Co. Sama Al Ibitikaar for Transporting - Khobar - **KSA** - From 2025 - Onward.
- **Operations & Admin Controller**: Juma Khalfan Transport Passenger by buses Leased - Abu Dhabi - **UAE** - from **2013 to 2023**.
- **Admin & Operations Coordinator**: Solid Construction Solutions - Islamabad - Pakistan - From - 2006 to 2012.
- **Manager Operations** : Creative Insight Solutions (Private) Limited - Islamabad - Pakistan - From 2023 to 2024.

Projects Accomplished :

Oil & Gas Field - UAE & KSA. 2013 to 2025

- Borouge Ruwais Project Abu Dhabi.
- Takreer | ADNOC Oil Refinery - Ruwais Abu Dhabi.
- BNPP - Baraka Project Abu Dhabi, UAE.
- IWPP - Mirfa Abu Dhabi, UAE.
- Shah Gas Plant - Abu Dhabi.
- GASCO - Ruwais | Habshan | Asab - Abu Dhabi.
- ADCO - Habshan | Asab Abu Dhabi - UAE.
- Jafurah Gas Facilitation Plant Packages - KSA
- Fadhili Gas Plant Project - Eastern Province - KSA
- Riyas Aramco Project - Jubail - KSA

Education

Bachelor of Business Administration in Accounting Management

*(2001 - 2005) University of
Peshawar - Pakistan.*

Skills

- Administrative Solutions.
- Accountancy.
- MS Office Techniques.
- Web & IT Solutions.
- Digital Media Solutions.
- SEO & Digital Marketing.
- Google & Meta Ads.
- ERP Solutions.
- VAT | GST Solutions.
- Quickbooks & Sage-50
- Corporate Tax Solutions.
- ISO Documentations.
- Quotes & Contracts.
- AI Techniques.
- Canva Designing.
- Content Writing.
- Blogs Writing.
- QR Codes Techniques.

Duties & Responsibilities performed by the Admin & Operations Controller in daily routine:

- 1. Oversee and manage the end-to-end procurement** process for all operational needs, including vehicles, spare parts, fuel, and general supplies, ensuring cost-effectiveness and quality.
- 2. Supervise the workshop and maintenance team to ensure** all fleet vehicles and machinery are serviced, repaired, and maintained to the highest safety and operational standards.
- 3. Lead, schedule, and manage all drivers and equipment operators**, ensuring adequate staffing for daily operations and promoting a culture of safety and professionalism.
- 4. Implement and monitor a robust time-tracking system** for drivers and operational staff to optimize productivity, manage overtime, and ensure accurate payroll and client billing.
- 5. Serve as the primary point of escalation for resolving client issues**, including delivery discrepancies, service complaints, and billing inquiries, to maintain high client satisfaction.
- 6. Conduct regular market analysis to identify new business opportunities**, industry trends, and competitive pricing strategies to keep the company ahead of the market.
- 7. Proactively search for and engage potential new clients** through targeted outreach, networking, and presentations to drive business growth and revenue.
- 8. Perform daily checks and reconciliations of operational accounts**, including petty cash, driver advances, and fuel expenses, to ensure financial accuracy and control.
- 9. Manage and nurture relationships with key vendors and suppliers**, negotiating contracts and service level agreements (SLAs) to secure favorable terms and ensure reliable service.
- 10. Supervise and authorize all company matters related to vendor invoices**, ensuring they are accurate, properly coded, and processed for payment in a timely manner.
- 11. Generate and analyze daily, weekly, and monthly operational reports** on key performance indicators (KPIs) such as fleet utilization, maintenance costs, and on-time delivery rates.
- 12. Develop and enforce company-wide operational policies**, procedures, and safety protocols to ensure compliance with industry regulations and enhance operational efficiency.
- 13. Liaise between the operations team and other departments** (e.g., Finance, Sales, HR) to ensure cohesive strategy execution and clear communication across the company.
- 14. Monitor and control operational expenditures** against the approved budget, identifying areas for cost reduction and implementing efficiency improvements.
- 15. Ensure all administrative and operational documentation** (e.g., vehicle licenses, insurance, driver certifications, and client contracts) is meticulously maintained and up-to-date.