






Mahmoud Adel Mousa

General Coordinator of Logistics Services


Personal Info

 mousa9357@gmail.com

 0574158451

 Riyadh, Kingdom of Saudi Arabia

 Egypt

 1/9/1997

Education

- **Bachelor's degree**
Mansoura University
Aug 2014 - Nov 2018
Bachelor's degree in
Administrative Information
Systems and Management
with a very good overall
grade from Mansoura
University

Skills

Accuracy and discipline in work
Strong organizational skills

Strong organizational skills to manage multiple tasks simultaneously

Proficiency in using automated calculations such as Excel and Word

Excellent communication and interpersonal skills

The ability to organize time and Organizing daily tasks

Summary

Professional Summary

With over 5 years of experience in diverse commercial and strategic fields spanning multiple sectors, I firmly believe in harnessing skills to achieve personal growth and organizational success. I have a proven track record of integrity, quality, and service excellence, as well as strategic planning, rapid adaptation, and effective problem-solving. I am known for my leadership skills and excel in dynamic work environments, achieving remarkable success.

I serve as the General Coordinator for Logistics, Procurement, and Warehouse Management.

I am responsible for providing maintenance and operational services for projects.

Overseeing orders and arranging storage of raw materials and equipment to ensure project requirements are met.

Providing general services such as administrative services, maintenance, cleaning, security, and safety for projects.

Supervising an advanced level of services for relevant organizational units in terms of quality, accuracy, efficiency, and professionalism.

Extensive experience in managing administrative tasks for projects and companies.

Experience in managing warehouse operations for companies and projects.

Experience in managing and monitoring the flow and movement of vehicles.

Coordinating and monitoring supply chain operations.

Proficiency in using computers
Accuracy and discipline in work
Excellent communication
Ability to perform under work pressure
Respecting my boss at work and completing the tasks assigned to me

Languages

Arabic

english language

Overseeing all business activities and shared services, including general logistics, administrative services, maintenance services, and security and safety.

Skilled in using logistics software such as Enterprise Resource Planning (ERP). Experience in managing and planning logistics operations.

Coordinating and monitoring supply chain operations.

Using logistics information technology to optimize procedures.

Experience in all general contracting activities.

With my experience in logistics management, risk mitigation, procurement, warehouse management, transportation services, and others, I combine creativity and business acumen to drive innovation and efficiency.

I play a pivotal role in overseeing and improving the company's supply chain operations, procurement activities, warehouse management, and transportation services.

□ I lead the strategic direction and execution of logistics, supply chain, procurement, and materials management functions, enhancing operational efficiency, cost effectiveness, and process improvement.

□ I develop and implement comprehensive supply chain strategies and procurement policies to improve sourcing, purchasing, and inventory management, while ensuring alignment with company objectives and industry best practices.

I collaborate closely with multidisciplinary teams, including project management, finance, and operations, to identify logistics and procurement needs, mitigate supply chain risks, and optimize resource allocation to support project delivery schedules.

I foster strategic partnerships and relationships with suppliers to secure favorable terms, pricing, and delivery schedules, resulting in cost savings and enhanced supply chain resilience. I implement effective procurement and contract management processes to ensure compliance with regulatory requirements, quality standards, and ethical sourcing practices.

I leverage data analytics and performance metrics to monitor supply chain performance, identify areas for improvement, and drive continuous improvement initiatives.

I provide leadership, guidance, and mentorship to supply chain and procurement teams, fostering a culture of collaboration, innovation, and excellence.

Extensive experience in general contracting and project services management.

I lead the development and implementation of supply chain and procurement logistics strategies to streamline operations, reduce costs, and enhance sourcing, purchasing, and inventory management efficiency.

Oversee end-to-end logistics and procurement operations, from supplier selection and negotiation to contract management and supplier relationship management, while ensuring compliance with company policies and industry regulations.

Collaborate closely with internal stakeholders, including operations, finance, and logistics teams, to forecast demand, identify procurement needs, and coordinate procurement activities to meet operational requirements and project deadlines.

Implement effective inventory management practices to optimize inventory levels, reduce excess inventory, and ensure timely availability of materials and supplies to support ongoing operations and projects. Data analytics and performance metrics are used to monitor supply chain key performance indicators.

I have over 5 years of experience as a General Logistics Coordinator, successfully managing procurement and warehouse operations. I am able to provide maintenance and operational services to various projects, focusing on ensuring their requirements are met by organizing and storing raw materials and heavy equipment.

I possess effective communication skills, a proven track record of positive referrals, and demonstrate high performance. I am seeking a position that supports professional growth and provides a stable work environment.

I am looking for a position that will enable me to demonstrate my commitment and ability to work. In my previous positions, I have demonstrated good productivity and the ability to learn quickly. I also possess the ability to build relationships and adapt to change.

I am a highly experienced professional with a strong work ethic. I excel at problem-solving, prioritizing, project management, and working within a team. I am looking for an opportunity to advance my career and perform at my best. I am a highly experienced professional with excellent leadership and team management skills. I have consistently excelled throughout my career in identifying business opportunities, improving operations, and maximizing company profits. I am looking for an opportunity to advance my career.

Projects I have worked on:

King Faisal Air Academy Project in Al Majma'ah Governorate

King Salman Park Project

Qiddiya City Project

Dar'iyah Area Project

NEOM City Project

Aramco Sports City Project in Dammam

I have received certificates of appreciation and honors from the companies and projects I have worked on as a general logistics coordinator, including: I received a certificate of appreciation from NEOM for the NEOM City project and a certificate of appreciation from Aramco for the Aramco Sports City project

Work Experience

General Coordinator of Logistics Services, Al-Bawani General Contracting Company, Riyadh

January 2020 - February 2024

General Coordinator of Logistics Services, Al Saif General Contracting Company, Riyadh

April 2024 - July 2025

Courses

Logistics Management Training Course, Al Masar Foundation for Logistics Management Training

March 2024 - November 2024

References

References available upon request