



# Majd Omar Rzk

## PERSONAL INFORMATION

0545759325  
magdrzk14@gmail.com  
2001  
syria

## SKILLS

- Knowledge of building codes
- Handling complaints effectively
- Quality assurance focus
- Adapting to changing circumstances
- Time management mastery
- Training facilitation
- Predictive and preventative maintenance
- Proficiency in cad software
- Implementing quality standards
- Equipment Maintenance
- Vehicle maintenance supervision
- Maintenance compliance
- Health and Safety at Work
- Accident and near miss minimisation

## LANGUAGES

English B1  
Intermediate  
Arabic C1  
Advanced

## PROFESSIONAL SUMMARY

Energetic employee well-versed in strong communication and organisation skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

## WORK HISTORY

**Data entry + Maintenance Supervisor** 01/2025 - 06/2025  
**GULF HARBOR LOGISTICS** - جدة, الخمره

- Developed standard operating procedures; ensured consistent quality across the board.
- Streamlined workflow for increased productivity by implementing effective maintenance schedules.
- Managed team rosters, ensuring adequate shift coverage at all times.
- Kept detailed records of all maintenance activities to track equipment lifespan and repair needs.
- Minimised downtime by promptly addressing any mechanical issues or breakdowns.
- Devised activity and service plans to meet customer requirements.
- Directed and supervised front-of-house operations, upholding company standards.

**logistics supervisor** 01/2023 - 04/2024  
**AL-Bawani company** - Riyadh

- Reviewed and updated company's logistics policies in line with evolving industry trends.
- Contributed towards green initiatives by devising eco-friendly logistics strategies.
- Improved efficiency by establishing effective communication channels within the logistics department.
- Handled crisis situations effectively, minimising disruptions in deliveries.
- Coordinated logistics operations according to stakeholder, supplier and client needs.
- Improved operational performance through tactical policy, process and procedure planning.

## EDUCATION

**Business Administration Certificate from Al-Qamlou:** business management, 01/2020 - 01/2023  
**COMMERCIAL SECONDARY SCHOOL** - Syria

## CUSTOM

Majd Omar Rzk, 0545759325, magdrzk14@gmail.com, اعزب, 2001, جدة, syria

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## PERSONAL INFORMATION

- Gender:
- Date of birth: 2001
- Marital status: اعزب
- Nationality: syria