

## **COVER LETTER**

**To,  
The Hiring Manager,**

Dear Sir/Madam,

I am writing to express my interest in the position of **Logistics Manager** within your esteemed organization. My name is **Sultan Abbas Newrekar**, an Indian national with **17 years of extensive experience** in logistics management across **India and the GCC**, specifically in **construction site logistics, material handling, site planning, and supply chain coordination**.

Throughout my career, I have consistently contributed to the successful execution of major projects by ensuring efficient logistics operations, implementing optimized site layouts, managing material flow, and maintaining strong coordination with contractors, vendors, transporters, and internal teams. My experience includes leading logistics teams, improving operational processes, and ensuring full compliance with safety and regulatory standards.

I am confident that my skills in **site logistics planning, resource management, team leadership, and vendor coordination** align well with the requirements of your organization. I am highly committed to achieving operational excellence and supporting the timely and cost-effective delivery of project objectives.

Please find my attached CV for your review. I would welcome the opportunity to further discuss how my experience and capabilities can contribute to your team. I look forward to the possibility of an interview at your convenience.

Thank you for considering my application.

**Sincerely,**

**Sultan Abbas Newrekar**  
**Mobile: +966556968737**  
**Email: [sultan.abbas28@gmail.com](mailto:sultan.abbas28@gmail.com),**  
**Riyadh, Saudi Arabia**

# CURRICULUM VITAE

## **SULTAN ABBAS NEWREKAR**

 : Logistics Manager

 : [sultan.abbas28@gmail.com](mailto:sultan.abbas28@gmail.com)

 : +966-556968737

 : Riyadh, Saudi Arabia



## **OBJECTIVE**

Experienced Construction Site Logistics Manager with 17 years of expertise in planning, coordinating, and optimizing logistics operations for large-scale construction projects. Seeking to leverage strong site coordination, material handling, and workflow management skills to support efficient, safe, and timely project delivery.

## **SUMMARY**

Results-driven logistics professional with extensive experience in site logistics planning, material flow management, equipment coordination, and workforce supervision across major construction sites. Proven ability to streamline delivery schedules, manage storage/laydown areas, enforce HSE standards, and collaborate with engineering, procurement, and project teams. Recognized for improving material availability, reducing delays, and enhancing overall site efficiency through strategic planning and proactive problem-solving.

## **SKILLS**

- Construction Site Logistics
- Material Receiving & Distribution
- Delivery Scheduling & Route Planning
- Site Access & Traffic Control
- Heavy Equipment Coordination
- Warehouse / Storage Yard Management
- Inventory Control & Tracking
- Supplier & Subcontractor Coordination
- Team Leadership & Workforce Management
- Problem Solving & Decision Making
- Site Mobilization & Demobilization
- Communication & Coordination Skills

## **WORK EXPERIENCE**

### **Robaua Alinshaat For Contracting**

**Logistic Manager (October 2025 – Till date)**

#### **Responsibilities**

- Plan and manage complete site logistics, including layout, access routes, delivery zones, and traffic control.
- Ensure timely delivery and availability of materials, equipment, and resources to maintain construction progress.
- Coordinate with subcontractors, suppliers, and transport companies for smooth and efficient logistics operations.
- Implement and enforce safety, compliance, and environmental standards across all logistics activities.
- Supervise and direct the logistics workforce, ensuring efficient daily operations, reporting, and resource management.

### **MMK Al-Mihmadi General Contracting Company, KSA. Logistic**

**Manager (January 2024 – September 2025)**

#### **Responsibilities**

- Planned and optimized site logistics, including layouts, stockpile zones, access roads, traffic routes, and storage areas to meet project requirements.
- Managed the movement of labor, materials, equipment, and site facilities, ensuring safe handling, timely delivery, and uninterrupted construction progress.
- Coordinated with contractors, suppliers, ports, transporters, and customs authorities to streamline supply chain activities and ensure on-time material flow.
- Oversaw safety compliance, conducting inspections and ensuring proper lifting procedures, equipment operation, and secure material handling.
- Supervised logistics personnel and coordinated project phases, ensuring alignment with project schedules, resolving constraints, and maintaining efficient resource utilization.

### **SHAR Company, KSA.**

**Logistic Manager (August 2022 – August 2023)**

#### **Responsibilities**

- Supervised and optimized logistics operations, including shipment coordination, delivery route planning, and accurate inventory control.
- Led, trained, and managed logistics personnel, ensuring efficient daily performance and adherence to safety and operational standards.
- Coordinated with contractors, vendors, ports, and customs authorities to ensure smooth supply chain activities and safe crane lifting procedures.
- Planned and supported site logistics setup, including site layout plans, equipment/labor movement strategies, and resolving space and scheduling conflicts during construction phases.

**Tadmur Holding W.L.L, Qatar.**  
**Logistic Assistant Manager (April 2012–March 2019)**

**Responsibilities**

- Coordinated end-to-end logistics operations, including documentation, vendor communication, material flow, and transportation to ensure timely and cost-effective delivery.
- Planned and managed site logistics layouts, designing safe and efficient routes for labor, machinery, cranes, and materials across all project phases.
- Supervised and trained logistics staff, ensuring proper handling, tracking, and compliance with safety and operational standards.
- Oversaw site facilities and traffic management, including welfare accommodations, temporary services, access control, weighbridges, and internal/external road safety.

**Avis-Rent-A- Car, UAE.**  
**Logistics Supervisor (February 2007 – March 2012)**

**Responsibilities**

- Supervised and coordinated daily logistics operations, including shipping, receiving, workflow scheduling, and staff management to ensure efficient task execution.
- Led, trained, and evaluated logistics personnel, managing schedules and ensuring performance targets and operational standards were consistently achieved.
- Planned and optimized delivery routes while coordinating inbound and outbound shipments to enhance transport efficiency and reduce costs.
- Managed inventory levels, conducting stock audits, ensuring proper storage/handling, and resolving logistics issues through effective communication with carriers, customs brokers, and vendors.

**L&T Logistics Site Inspection in Construction (February 2003 – March 2006)**

**Responsibilities**

- Conducted site inspections to assess logistics needs, verify compliance with safety standards, and ensure proper communication through signage and instructions.
- Planned and implemented site layouts, including temporary facilities, access/egress routes, storage areas, and material staging zones to support smooth construction operations.
- Managed material and equipment logistics, overseeing transportation, safe handling, supply chain flow, and maintaining an accurate asset register for equipment readiness.
- Coordinated with construction teams and authorities to resolve logistical challenges, manage traffic movements, and ensure safe, efficient entry and exit points for all site traffic.

## **EDUCATION**

- Bachelor of Commerce (B.com) from Kakatiya University.
- Diploma in Logistics and Supply Chain Management.

## **PERSONAL DETAILS**

Date of Birth : 1981  
Religion : Islam  
Sex : Male  
Marital Status : Married

### **Passport Details**

Passport No : S4493907  
Passport Expiry : 04-July-2028  
Place of Issue : Mumbai (India)

### **Iqama Details**

Iqama No : 2526605338  
Iqama Expiry : 15/07/2025  
Iqama Status : Transferable

Driving License : Saudi, Dubai, Qatar & India.

## **DECLARATION:**

I, Sultan Abbas, hereby declare that all the information provided in this CV is true, correct, and complete to the best of my knowledge and belief.

Place: -

Date: -

Signature