



MOHI ALDEEN MUSA ALI MUSA

📍 Riyadh, Saudi Arabia 12211

☎ +966570863579

✉ mohishah9580@gmail.com

ID No: 2389389848 Exp: 30/07/2026 / Driving license Exp: 12/01/2027

SUMMARY

Accomplished Transportation Manager with extensive experience in fleet management, logistics coordination, and HR operations across diverse industries. Demonstrated expertise in strategic planning, emergency response protocols, and transport team management, enhancing operational efficiency and safety. Proven track record in overseeing large-scale transportation projects and managing complex logistics for multinational teams. Adept at data analysis, route optimization, and vehicle maintenance to drive cost-effective solutions. Strong leadership skills complemented by proficiency in Microsoft Office and multilingual communication. Career goal: to leverage comprehensive skills in transport management to optimize global supply chain operations.

EXPERIENCE

TRANSPORTATION MANAGER, 06/2024 - 03/2025

Al Washim Poultry Company, Ushaiqer, Saudi Arabia

- Compiled comprehensive reports on transportation metrics, offering insights for strategic planning.
- Coordinated emergency response protocols for transportation incidents, facilitating a swift resolution.
- Led the driver team to meet departmental goals.
- Identified and communicated maintenance requirements for transportation vehicles.
- Evaluated transport data to uncover patterns, enabling strategic decisions to boost operational efficiency.
- Managed logistics coordination with third-party transport providers.
- Managed the scheduling of transport department holidays and leave requests.
- Oversaw tracking system operations for fleet management.
- Oversee fuel system operations and monitor data analysis.
- Manage all procedures of Logisti and Tamm

FLEET & LOGISTIC OFFICER, 01/2024 - 05/2024

Gallery Scapes Construction Company, Al Wajh, Saudi Arabia, Saudi Arabia

- Contributed to the Amaala Staff Village Project under Red Sea Global.
- Facilitated the organized and secure transportation of equipment, resources, and materials across the site.
- Planned haul road locations to reduce obstructions.
- Established a secure and well-maintained site through consistent weekly logistics meetings.
- Planned, executed, and controlled procurement, transportation, workers, and resources.
- Streamlined operations for workers' housing facilities.
- Created efficient processes and procedures.
- Enhanced the site emergency plan through regular updates.
- Facilitated effective communication across the site.
- Maintained site security through proactive measures.
- Installed and managed welfare facilities and site accommodations.
- Implemented health and safety policies for labour and equipment.
- Contributed to the Amaala Staff Village Project under Red Sea Global.
- Oversee fuel report preparation and analysis.

TRANSPORTATION AND OPERATION SPECIALIST, 05/2015 - 06/2023

Zaid Al Hussein & Brothers Group, Riyadh, Saudi Arabia, Saudi Arabia

- Oversaw operations for a fleet exceeding 400 vehicles.
- Oversaw the logistics, operations, and transportation departments.
- Enhanced efficiency in managing existing equipment.
- Monitored equipment and vehicle utilization.
- Maintained precise and current operational records.
- Managed operations tasks efficiently.
- Oversaw Electronic Fueling System operations, including WAIE Address, PetroApp, and Aramco.
- Compiled monthly fuel consumption data.
- Suggested the best transportation methods, routes, and schedules.
- Oversaw the tracking system for vehicles and trucks.
- Developed policies for logistics operations.
- Oversaw comprehensive tyre operations encompassing acquisition, storage, distribution, and data preparation.
- Evaluated the work environment to select a suitable tyre type.
- Regularly analyses fleet and tyre performance.
- Recruited skilled labour from Pakistan, including truck drivers, equipment operators, and workshop technicians.
- Recruited cities such as Karachi, Islamabad, Lahore, Peshawar, Rawalpindi, and Swabi.
- Managed the performance of Fleet and Tyre Repair Technicians.

HR MANAGER, 11/2013 - 05/2015

The Sudanese Iron and Steel Factory, Khartoum, Sudan

- Steered all personnel (activity) and contributed in payroll preparation & public relations activity; gained experience in labor code for Legal Cases, and performed Administrative Activities
- Managed formalities of salary increase, promotions, transfer, payroll processing, tickets entitlements & other benefits to ensure correctness, timely processing and compliance with applicable laws & policies
- Contributed in recruitment by conducting interviews, & tests and selecting employees to fill vacant positions
- Ensured adherence to management guidelines by preparing, updating, and recommending human resource policies & procedures
- Analyzed & evaluated wage and salary reports & data
- Coordinated management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment
- Administered:
 - Performance Review Program to ensure effectiveness, compliance, and equity within organization
 - O Salary Administration Program to ensure compliance & equity within organization
 - O Payroll and maintained employee records
- Acted as In-charge of 450 Employees and Workers (Sudanese, Indian, Egyptians) Contract
- Supervised Office Housekeeping, Office Repair & Maintenance, Office Stationery, Mission Travels, maintained minutes & record for the annual meeting and monitored Office Security - Reception and controlled visit of visitors
- Addressed Payment Request - Workmen Compensations Policy for Live Insurance
- Facilitated monthly payments for Social Insurance & Income Tax, prepared documents for payment and proceeded monthly payment to authorities.

HR MANAGER, 01/2012 - 11/2013

African Paints Factory Ltd., Khartoum, Sudan

- Performed day-to-day operations of H.R functions & duties and administrative tasks such as maintaining information files and processing paperwork & operations of such as HR Office
- Administered Employees Relations, Training & Planning Development, HR Functions, Benefits, Compensation, Contract, Annual Leaves, Over Time, Executive Administration, Salaries, Social Insurance, Telephones Allowance (Postpaid - Prepaid) Personnel Income

