

Haitham Salman

Business Administration & Deputy Logistics Manager

Palestinian | hnds82@hotmail.com | 0569911346 & 0562035868 | Married

Personal Profile

Business Administration and Logistics professional with **+15 years of experience** in management, operations, and financial oversight. Skilled in **team leadership, strategic planning, and decision-making under pressure**, with strong expertise in **logistics, supply chain, and cost optimization**. Committed to improving efficiency, streamlining operations, and achieving organizational goals.

Education

Bachelor Degree - Commerce and Business Administration, Beirut Arab University 2004/2005
Majoring in Accounting

Work Experience

Oct. 2022 up to Jan. 2026

Administrative and Financial Manager & Deputy Logistics Manager (*Al-Majal Al-Arabi Co.*)

Project Value = over 1 billion SAR

- Oversaw all administrative and financial operations of the billion-riyal project, ensuring compliance with company policies and regulatory standards.
- Managed budget planning, cost control, and financial reporting, providing accurate analysis and recommendations to executive management.
- Supervised procurement, inventory control, and supplier contracts, ensuring timely delivery and optimal resource utilization.
- Coordinated with project management and site teams to support logistical operations, including transportation, warehousing, and materials distribution.
- Led a multidisciplinary team of finance, HR, and logistics staff, promoting efficiency and accountability across departments.
- Monitored cash flow, payments, and receivables, ensuring alignment with project timelines and financial goals.
- Implemented cost-reduction initiatives that improved operational efficiency and reduced transportation and administrative expenses.

Jan. 2018 up to Oct. 2022

Self-Employed - Freelance Projects

Jan. 2011 up to Jan. 2018

Managing Director (*Beat Khamza Company*)

- Oversaw goods receivables and distribution to company sites.
- Served as Managing Director for the Food and Drug Authority Project for 5 years.
- Certified in Administrative Project Management by Khatib and Alami Engineering Consulting Company.
- Managed Al-Ajlan Sons Co. Project as Managing Director.
- Managed operations for AL Nakhla Company as Managing Director.
- Successfully reduced transportation costs related to purchased goods delivery.
- Prepared and submitted weekly reports to senior management detailing outstanding and remaining goods and materials for customers.

- Supervised all vehicle and driver-related operations and logistics.

Jan. 2008 up to Jan. 2011

Managing Director (*Mans Development Co (MIGGET USA)*)

May. 2005 up to Jan. 2008

(Luxury Home Collection Co. Ltd. (LHC))

- Administrative Assistant
- Deputy Showroom Manager
- Managing Director

Oct. 2003 up to May 2005

Administrative Assistant (*Al-Ossail Investment*)

Key Skills

- Strong administrative and organizational abilities.
- Proficient in **MS Office Suite (Word, Excel, PowerPoint, Outlook)**.
- Skilled in **AutoCAD drafting and design**.
- Excellent interpersonal and communication skills.
- Exceptional time management and planning capabilities.
- Proven ability to perform effectively under pressure in fast-paced environments.
- Experienced in **public relations** and professional representation.
- Fast learner with a proactive approach to problem-solving.
- Highly accurate and detail-oriented in all tasks.
- Strong multitasking skills with the ability to manage competing priorities effectively.

Languages

- Arabic [Native]
- English [Upper-Intermediate]