



ABHISHEK PATHAK

PROJECT COORDINATOR

Dammam
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ABOUT ME

Highly motivated and results-oriented Production Coordinator with 11 years of experience at ALBILAD PIPES COMPANY seeking a challenging role. Proven ability to streamline production processes and optimize efficiency. Strong computer skills and a 2013 undergraduate degree provide a solid foundation for contributing immediately to your team's success. Eager to leverage my expertise and dedication to enhance your organization's productivity and achieve shared goals.

EDUCATION

UNDERGRADUATE
BU UNIVERSITY /
BHOPAL /
2013

SKILLS

COMPUTE SKILLS

LANGUAGES

ENGLISH

ARABIC

COURSE

ISO CERTIFIED 9001 - 2015

WORK EXPERIENCE

**ALBILAD PIPES
COMPANY**
RIYADH
2014 - 2018

PRODUCTION COORDINATOR

- Prepared and managed daily, weekly, and monthly production schedules.
- Monitored production progress and ensured timely completion of orders.
- Accurately tracked production output and deliveries.
- Balanced orders to optimize production workflow and resource allocation.
- Updated and maintained production schedules to reflect changing priorities and demands.

**YATRACHEF
ERNAKULAM**
2018 - 2022

PROCESS COORDINATOR

- Managed online order intake and lead generation.
- Coordinated order fulfillment with restaurants.
- Monitored order progress and ensured timely dispatch.

**SHAMIYA
INTERNATION
CATERING**
KUWAIT
2022 - 2023

CSA

- Assisted customers with order placement.
- Monitored order dispatch processes.
- Tracked driver locations and deliveries.

**ALHAJDYAH
CONTRACTING
COMPANY**
SAKAKA
Sep 2023 - Present

PROJECT COORDINATOR

- Managed projects utilizing SAP software for equipment updates.
- Coordinated the return of materials using SAP software processes.
- Generated notifications for planned system shutdowns.
- Maintained detailed records of project work and production activities.
- Monitored daily production output.
- Prepared and maintained project-related drawings.