**MOHAMED SARJOON**

Email: mohdsarjoon@gmail.com

🕿: +966-550251123

📭: Dammam 31441 Kingdom of Saudi Arabia

**Objective**

To work in an organization which provides me ample opportunities to apply my skills, to grow and to contribute in the most effective manner by being a key and an effective player.

**PROFESSIONAL EXPERIENCE**

GLOBE MARINE SERVICES Saudi Arabia

(As Logistics provider for SPCo / Chevron Phillips)

Logistics Specialist Aug 2016 – Till date

* To ensure all logistics and distribution activities adhere to environmental legislation and comply with HSE requirements.
* Managing Branch Operation activities.
* Responsible to follow Operating Matrix and ensure no Port Storage / Demurrage incurred.
* Holds the responsibility as Container Controller, Supervising Documentation / Fleet and Flatbed for Smooth execution of the Project.
* Preparation of Monthly Inventory Reports, KPI's and Operational Activities for Inbound / Outbound Containers for project management review.
* Investigate and resolve supply chain issues and customer complaints, working to develop and implement corrective actions to prevent reoccurrence.

* Authorized for Trouble shooting SAP & WMS related issues and raising help desk tickets as a corrective action.
* Coordination with the Finance Team for the preparation of Logistic operations and Freights Invoices
* Keeping the involved teams informed at all times when there be any changes in planned production, shipping schedule etc.,
* Coordination with Balancing inventory Parent Contractors to ensure proper execution of the work in line with the Buffer Specification of the Client / Consultant.
* Attending meeting at Port / Customs on weekly basis.
* To liaise with SPCo (Saudi Polymers Company - Chevron) Management People for daily Operational Activities - Contractor Project review meetings.
* Preparing Damage reports and FAE awareness of damages.

Supervisor – Freight Forwarding for SPCo/Chevron Phillips Dec 2012 – July 2016

* Ensured that each department meets their KPIs.
* Motivated the team to work more efficiently.
* Handled Operations, Documentation & Accounts Department issues.
* Proactively attend to any HR issues in relation to own direct reports such as unexplained absences, timekeeping, extended sick leave.
* Ensured that the customers' KPI's are met continuously as well as efficiently and cost-effectively.
* Coordinate with warehouse to release or receive shipments. Supervise movement of cargo of assigned accounts

Coordinator – Freight Forwarding for SPCo/Chevron Phillips Sep 2010 – Nov 2012

* Coordinate with in-house transport dept. to arrange transport for local deliveries Identifying key marketing opportunities.
* Ensure release orders are processed promptly, accurately and in accordance with customer agreements and routing instructions.
* Prepare shipping documents (BL, Commercial Invoice, PL, COO, COA and MC) and liaise with SPCo, GPDC and SA Talke.
* Ensure correct documentation for import and export according to national and international rules and regulations.
* Provide quality customer service by giving timely & accurate updates of their orders.
* Promptly respond to any inquiries related orders.
* Prepare customs clearance documents on time for smooth shuttling and clearance procedure.
* Updating and maintaining KPI records

**RBS Ready Mix Koncrete Trichy, India**

**Engineer Trainee Aug 2009 – Aug 2010**

* Responsible for monitoring the concrete batching plant (CP 30)
* Preparation of daily and weekly reports
* Preventive maintenance of concrete batching plant (CP 30)
* Documentation of all invoices and payments

**Education Qualification**

* **B**achelor of **E**ngineering [Electronics and Communication], Anna University, India. (2009)
* **D**iploma in **E**lectronics and **C**ommunication, DOTE, India. (2006)

**Key Competencies And Skills**

* Focused on improvements and quality in work
* Familiar with SAP & WMS information systems, data analysis, performance monitoring & demand forecast
* Able to quickly understand a company’s operational systems and provide input for the development of future systems.
* Good knowledge in ERP

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| **TRAINING** |

* Warehouse Management System by Inconso (Germany) at Jubail Commercial Port, Saudi Arabia - August 2011
* SAP by SPCo for Sales & Distributions Module at Jubail Commercial Port, Saudi Arabia - August 2011
* Basic & Advance Training in Gottwald Port Technology (Germany) for GHMK 120 cranes at King Abdul Aziz Seaport, Saudi Arabia - January 2012
* Training at SANY (China) for port machinery in Dammam, Saudi Arabia - December 2011
* Basic and Advance Training in Gottwald Port Technology (Germany) for HMK 63 cranes at Jubail Commercial Port, Saudi Arabia - June 2011
* Training at TUV for ISO 9001 Awareness at Jubail Commercial Port, Saudi Arabia in October 2010

**Personal Info**

Date of Birth 04 Nov 1982

Languages Known English, Tamil, [Hindi, Arabic – Basic]

Nationality Indian

Passport No. Z 4833327

Marital Status Married

Permanent Contact Address No. 23, Yanai Katti Maidan,

 Beemanagar, Cantonment, Tiruchirappalli 620001

 Tamil Nadu, India.

**DECLARATION:**

I hereby declare that the information furnished above is true to my knowledge and best to my belief.

Date: 06th April 2019

Station: Dammam, KSA ***(Mohamed Sarjoon)***