



# Hisham Nadeem

International logistics management

## CONTACTS



Bahraini



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## EXECUTIVE SUMMARY

Highly focused Bahraini national fresh logistics graduate with 2+ years of industry experience and logistics knowledge base. Capable of handling multiple simultaneous logistical projects with complete efficiency accuracy and professionalism. Exceptional ability to work independently with little to no supervision or as a part of a logistics management team.

## WORK EXPERIENCE

### Logistics coordinator

Dammam, KSA

04/2021 - 01/2022

Safety village trading

- Managed the production and warehousing teams consisting of 12 members, ensured compliance with policies, company rules and regulations. Monitor real time road movements of cargo.
- Compiled key performance indicator (KPI) information on supplier performance, and predicted and rectified any flaws.
- Worked with 34 buyers and merchandisers to address issues during non-liable confirmations and identified problematic vendors

### Materials coordinator

Bahrain

02/2020 – 02/2021

Lighthouse builders

- Worked with 3 project managers to determine schedule, volume and pricing requirements in order to effectively coordinate deliveries and maintain supply levels.
- Trained, motivated and instructed team of 8 employees staging and preparing items for deliveries.
- Managed receiving operations and proper storage of incoming materials
- Managed inventory and purchasing of products by forecasting using existing database

### Information help desk

Bahrain

03/2019 – 03/2022

Bahrain international circuit

- Planned coverage needs and organized services to support incoming special events guests up to 30 days at a time
- Oversaw fast paced front desk operations at busy Bahrain International Airport with as many as 500 daily guests
- Made schedules for the arriving and departing guests of 11 teams with legal requirements

## SKILLS

- Microsoft office
- Scheduling Invoicing
- Planning and organization
- Vendor management
- Excellent communication
- Documentation
- Organized and deadline oriented
- Procurement
- Excel
- PowerPoint software

## CERTIFICATES

**Diploma** in international logistics management CILT - Ireland

## EDUCATION

Bachelor's degree

**Bahrain Polytechnic**

09/2018 – 06/2022

Graduate – International logistics management

## LANGUAGES

- English
- Arabic