



SAIF ALI FAREED

Looking as Operations Coordinator
/ Admin Officer

About Me

Experienced and detail-oriented Logistics Operations Coordinator with a proven track record of efficiently managing and coordinating various aspects of supply chain operations and administrative tasks



+965-9698-3156,
+965-6705-4059



fnbros@gmail.com



Block 4, Mangaf-Kuwait

LANGUAGE

- English (Read/Write/Speak)
- Arabic (Read/Write/Speak)
- Urdu/Hindi/Punjabi (Native)

SKILLS SUMMARY

- Management Skills
- Interpersonal Skills
- IT Skills MS Office
- Efficient Data Entry with Accuracy
- Tailor Made Corporate Application [Flare FM 6.0] related Filling, Invoicing, Payments.

EXPERIENCE

Global & Partners (G&P) Logistics

May, 2022 till date

Designation : Operations Coordinator

Responsibilities :

- Overseeing end-to-end Land Shipment Coordination, ensuring compliance with GCC regulations.
- Optimizing supply chain processes to improve efficiency and reduce costs.
- Acting as a key collaboration among customers, carriers, and internal team.
- Leading and supporting junior operations staff for seamless workflow.
- Managed and maintained daily sheets to track shipment schedules, ensuring timely deliveries.
- Communicating with brokers for smoothly custom's clearance.
- Preparing and finalizing financial documents for the Accounts section to facilitate carrier payments.
- Arranging spot truck hires to fulfill orders promptly within GCC.

Arabian Link Complete Real Estate Solutions Providers

July, 2019 till March, 2022

Designation : Admin Officer

Responsibilities :

- Dealing with bookings.
- Completing procedures when guests arrive and leave.
- Choosing rooms and handing out keys.
- Dealing with special requests from guests (storing valuable items).
- Dealing with complaints or problems.

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BASIC EDUCATION

Virtual University Of Pakistan

Associate Degree of Business Administration (2 Years Program) 2022-2024
Last Semester Study Continues...

Federal Board of Intermediate and Secondary Education-Pakistan under Pakistan School and College, Mangaf-Kuwait

Higher Secondary School Certificate in CS 2019-2020
Secondary School Certificate 2016-2017

IT COURSES

- Microsoft Word
- Microsoft Excel
- Outlook

PERSONAL INFORMATION

- Nationality Pakistani
 - Marital Status Single
 - Civil ID No. 300062701667
 - Civil ID Exp. 01/10/2024
 - Passport No. NP1799114
 - Passport Exp. 25/06/2032
 - Date of Birth 27/06/2000 (Age 23 Years)
 - **Residency Article 22 Transferable**
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