

Date: 30<sup>th</sup> December 2015

To, Dr. Gilbert Lawrence

Dear Madam/Sir,

As a Certified International Supply Chain Professional (CISCP) & Certified International Supply Chain Manager (CISCM) with Intermediate University Certificate in Information Technology, possessing 14 years of experience in IT, Supply Chain, Logistics, General Services, Support Services, Procurement and Administration across diverse organizations, I present herewith, my candidature to work with your company, in a challenging managerial role and add value to the operations.

Presently functioning as Logistics Coordinator (Tecnicas Reunidas Saudi for Services & Contracting Co. Ltd), with **Tecnicas Reunidas Group, Khobar - KSA**, I am involved in management of activities related to freight forwarding, customs, traffic, transportations and international shipment for ARAMCO & SABIC projects (Satorp, Kayan, Sadara, Manifa , Petrokemya Kemya & Jazan), coordinating activities of administrative/ logistics personnel including security guards and van drivers based on business/ operational requirements. I am also involved in assessing periodic co-packing/ annual capacity including contingency plans based on anticipated risks and high seasonal periods.

Earlier associated as Logistics Coordinator (Tecnicas Reunidas Gulf Co. Ltd), Khobar – KSA, I was involved in managing transportation & travel logistics encompassing transportation, booking, hotel and insurance for ARAMCO & SABIC projects (Satorp, Kayan, Sadara, Manifa,), coordinating activities of a fleet of 420 vehicles across the kingdom. I have also set up logistical plans, policies and procedures to support logistics areas of supply, transportation, maintenance and services.

I joined the organization as IT & General Services Assistant involved in providing IT & general services support to ARAMCO & SABIC projects (Satorp, Kayan, Manifa), setting up networks, servers and internet satellite for Khobar Office as well as projects like Kayan, Satorp & Manifa as well as managing day to day administrative services like processing cargo & shipments letters for projects to be approved by the chamber of committees prior to release of shipments to projects, translation of English contract to Arabic language.

Enclosed herewith, you may find my resume, highlighting further on my skills, accomplishments and credentials. At a professional meeting, we can discuss ways of our further association.

Sincere regards,

Shadi Essam Alkhateeb