



Cover Letter

Shadi Alkhatib

General Management, Operation Manager, and Logistics Manager

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Dammam, KSA

Dear Sir/Madam,

I am writing to express my interest in your company, as advertised. With over 23 years of dedicated experience in general management, operations management, and logistics management within the Kingdom of Saudi Arabia, complemented by prestigious certifications including Project Management Professional (**PMP**), Risk Management Professional (**RMP**), Certified International Supply Chain Professional (**CISCP**), and Certified International Supply Chain Manager (**CISCM**), I am confident in my ability to contribute effectively to your esteemed organization.

Throughout my career, I have consistently demonstrated a strong aptitude for strategic planning, operational optimization, and team leadership, all of which have been instrumental in driving business success and fostering sustainable growth. My tenure in diverse industries across the KSA, Bahrain, UAE, Qatar, Oman, and Kuwait landscape have equipped me with a comprehensive understanding of regional market dynamics, regulatory frameworks, and cultural nuances, enabling me to navigate complex challenges with resilience and agility.

One of my key strengths lies in my ability to leverage cross-functional collaboration to streamline processes, enhance operational efficiency, and deliver results that exceed expectations. Whether orchestrating large-scale logistics operations, overseeing multimillion-dollar projects, or spearheading organizational transformations, I have remained committed to fostering a culture of innovation, continuous improvement, and operational excellence.

Moreover, my professional journey has been characterized by a steadfast commitment to professional development and lifelong learning. My PMP, RMP, CISCP, and CISCM certifications serve as a testament to my dedication to staying abreast of industry best practices and emerging trends, ensuring that I am well-equipped to tackle evolving challenges and seize new opportunities in today's dynamic business landscape.

I am particularly drawn to your company's reputation. I am eager to bring my unique blend of skills, insights, and leadership acumen to your esteemed organization, contributing to its continued success and growth trajectory.

SKILLS

- * Domestic and International Experience.
- * Operational Excellence
- * Communication
- * Data Analysis
- * Transportation Management
- * Supply Chain Strategy
- * Leadership.
- * Stakeholder Relations.
- * Process Optimization.
- * Financial Acumen.
- * Cost Management.
- * Demand Planning.
- * Strategic Planning.
- * Decision-Making.
- * Project Management.
- * Inventory Management.
- * Technology Proficiency.
- * Procurement.
- * Financial Management.
- * Problem-Solving.
- * Quality Assurance.
- * Vendor Management.
- * Risk Management.
- * Logistics Management.

Thank you for considering my application. I am enthusiastic about the opportunity to further discuss how my qualifications align with the needs of your company. Please find my resume attached for your review. I am available at your earliest convenience for an interview and can be reached directly at +966537133713 or via email at shadi.e.alkhatib@outlook.com

Regards,

Shadi Alkhatib



Shadi Issam Alkhatib

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SUMMARY

Seasoned professional with 23 years of diverse experience in General Management, Operations Management, and Logistics Management across the Kingdom of Saudi Arabia, Bahrain, UAE, Qatar, Oman, and Kuwait. Known for achieving operational excellence and delivering impactful results in dynamic and challenging environments.

Certifications:

*Project Management Professional (PMP)

*Certified International Supply Chain Professional (CISCP)

*Risk Management Professional (RMP)

*Certified International Supply Chain Manager (CISCM)

Professional Strengths:

- *Proven ability to lead cross-functional teams and implement innovative solutions.
- *Expertise in navigating complex business landscapes and driving efficiency.
- *Adept at aligning business objectives with strategic initiatives to achieve sustainable growth.
- *Committed to fostering a culture of continuous improvement and delivering exceptional value.

Career Objective: Seeking opportunities to leverage extensive experience, strategic vision, and specialized certifications in supply chain management and operational leadership roles. Dedicated to driving organizational success, fostering innovation, and achieving business objectives.

EXPERIENCE

General Manager

Orca Doors

January 2024 - Present Khobar, Jeddah, Riyadh, Abha

Profile: Accomplished General Manager with a strategic vision, operational expertise, and a proven track record of driving organizational success. Known for efficiency, excellence, and impactful leadership.

Key Skills:

- Leadership
- Strategic Planning
- Financial Management
- Operational Excellence
- Stakeholder Relations
- Problem-Solving

Achievements:

- Drove a 150% increase in regional sales over two quarters by restructuring sales strategy and enhancing team training, achieving the highest growth rate among peers in the company.

Responsibilities:

- Inspired and guided cross-functional teams to achieve ambitious goals.
- Crafted and executed business strategies to enhance profitability and market presence.
- Managed budgets, controlled costs, and conducted financial analysis.
- Streamlined processes, optimized resource allocation, and ensured seamless operations.
- Built strong partnerships with clients, vendors, and internal stakeholders.
- Analyzed complex challenges and implemented effective solutions.

Operation Manager

Orca Doors

October 2023 - January 2024, Khobar, Dammam, Jeddah, Riyadh, Anha

Profile: Accomplished Operations Manager with a strategic vision and a proven track record of enhancing organizational efficiency and profitability. Known for process optimization, detail-oriented approach, and excellence in execution.

Key Skills:

- Process Optimization
- Sales Growth
- Cost-Saving Initiatives
- Team Leadership & Development
- Cross-Functional Collaboration
- ERP Implementation (Odo)o
- Resource Management

Achievements:

- Increased sales by 250% within the first 3 months.
- Improved bottom-line profitability by 30% through cost-saving initiatives.
- Streamlined processes across 5 departments, achieving a 40% increase in overall efficiency with new project management software and Agile methodologies.
- Successfully launched Odo)o ERP, enhancing control over Finance, HR, Production, and Procurement.

Responsibilities:

- Led end-to-end operations, optimizing processes for seamless execution.
- Fostered a collaborative work environment, boosting employee productivity.
- Worked with cross-functional teams to enhance operational efficiency.
- Managed resources effectively, ensuring consistent performance metrics.
- Mentored and developed high-performing teams.

Operation Manager

Intelligent Digital Network Solutions LLC

May 2021 - September 2023, Dammam

Profile: Dynamic and results-oriented Operations Manager with extensive experience in optimizing business operations. Proven success in strategic planning, process improvement, and leading cross-functional teams to achieve organizational objectives.

Key Skills:

- Strategic Planning & Execution
- Team Leadership & Development
- Process Optimization
- Supply Chain Management
- Quality Assurance
- Financial Management
- Risk Management

Achievements:

- Streamlined logistics and supply chain management processes, reducing operational expenses by 20% in 6 months through strategic vendor partnerships and lean inventory techniques.

Responsibilities:

- Developed and implemented strategic plans aligned with business goals.
- Drove operational excellence through continuous improvement initiatives.
- Led and mentored cross-functional teams to foster collaboration and high performance.
- Analyzed and optimized processes to enhance efficiency and reduce costs.
- Managed procurement, inventory, and logistics to ensure timely delivery and cost-effectiveness.
- Implemented quality control measures to meet customer expectations.
- Managed budgets to ensure financial sustainability and identified cost-saving opportunities.
- Assessed and mitigated operational risks, ensuring compliance with regulations.

Project Logistics Manager

Tecnicas Reunidas

February 2015 - May 2021, KSA, Bahrain, UAE, Qatar, Oman, Kuwait

Profile: Experienced Project Logistics Manager with expertise in managing freight forwarding, customs, traffic, and transportation for large-scale projects across KSA, Bahrain, UAE, Kuwait, and Oman. Adept at coordinating with procurement, expediting, and QA/QC inspectors to ensure smooth delivery and loading.

Key Skills:

- Project Management. * Negotiation and Procurement.
- Logistics and Supply Chain Management. * Leadership and Team Management.
- Communication. * Attention to Detail.
- Problem-Solving. * Customer Service Orientation.
- Technical Proficiency. * Adaptability and Flexibility.
- Risk Management. * Financial Acumen.
- Analytical Skills. * Warehousing.

Achievements:

- Fostered and expanded business relationships with over 50 clients, contributing to a 30% increase in project acquisitions through strategic communication and exemplary customer service.

Responsibilities:

- Managed logistics activities for projects in KSA, Bahrain, UAE, Kuwait, and Oman.
- Coordinated with procurement, expediting, and QA/QC inspectors for seamless operations.
- Oversaw policy implementation, compliance, and administrative functions.
- Managed client relationships and expanded business networks.

Projects:

- MANIFA, KAYAN, SATORP, SADARA, PETROKEMYA, KEMYA, JAZAN, FADHIL, RAS TANURA, ADNOC, GASCO, AI ZOUR, DUGM.

Clients & Vendors:

- Aramco, Sabic, Adnoc, Gasco, Alzour, Dugm, government sectors, freight forwarding companies, EPC companies, industrial companies, logistics, and general services companies.

Logistics Coordinator

Tecnicas Reunidas

December 2007 - February 2015, KSA, Bahrain, UAE, Qatar, Oman, Kuwait

Profile: Dedicated and assertive Logistics Coordinator skilled in managing efficient logistic operations, streamlining supply chain processes, and reducing transportation costs.

Key Skills:

- Organizational Skills * Communication * Problem-Solving * Attention to Detail
- Time Management * Technical Proficiency * Customer Service * Negotiation Skills
- Team Collaboration * Flexibility and Adaptability * Inventory Management * Financial Acumen
- Documentation and Compliance * Data Analysis

Achievements:

- Reduced shipping expenditures by 25% within the first year at Cargo Express by optimizing delivery routes using artificial intelligence.
- Streamlined supply chain processes with a new inventory management system, reducing shipping times by 25% and achieving a 98% accuracy rate in inventory tracking over 7 years.

Responsibilities:

- Oversaw logistics operations, coordinating with vendors, carriers, and customers for seamless goods flow.
- Managed a team of ten people.
- Handled Freight Forwarding, Customs, Traffic, and Transportation for projects in KSA, Bahrain, UAE, Kuwait, and Oman.
- Coordinated with procurement, expediting, and QA/QC inspectors for smooth delivery and loading.
- Implemented cost-effective shipping methods, reducing expenditures by 25%.
- Ensured accurate and timely deliveries through effective logistics schedule management.

Projects:

- MANIFA, KAYAN, SATORP, SADARA, PETROKEMYA, KEMYA, JAZAN, FADHIL, RAS TANURA, ADNOC, GASCO, AI ZOUR, DUGM.

Clients & Vendors:

- Aramco, Sabic, Adnoc, Gasco, Alzour, Dugm, government sectors, freight forwarding companies, EPC companies, industrial companies, logistics, and general services companies.

IT & Support Services Coordinator

Alkuhaimi Metal Industries Ltd

March 2004 - December 2007, Dammam

Profile: Skilled professional with expertise in coordinating LAN/WAN setups, managing logistics for large fleets, and ensuring efficient shipment and customs clearance processes.

Key Skills:

- Technical Proficiency.
- Communication Skills.
- Project Management.
- Security Awareness.
- Adaptability and Flexibility.
- Remote Support.
- * Network and Systems Administration.
- * Problem-Solving.
- * Documentation and Reporting.
- * Team Collaboration.
- * Training and Development.
- * Help Desk Support.
- * Customer Service Orientation.
- * Hardware and Software Management.
- * Vendor Management.
- * Asset Management.

Achievements:

- Spearheaded the migration of enterprise-wide systems to a hybrid cloud infrastructure, enhancing system reliability and reducing downtime by 35%.
- Managed a cross-functional team and ensured compliance with industry standards.

Responsibilities:

- Coordinated LAN/WAN activities including setup, configuration, and maintenance of servers and software.
- Managed logistics for 65 vehicles across the Kingdom of Saudi Arabia.
- Coordinated shipments and customs clearance based on business and operational requirements.
- Analyzed, designed, and configured Windows OS environments.

Sales & Marketing Specialist

Al-Esayi and Al-Sawadi Group for Computer and Communications

January 2001 - February 2004, Khobar

Profile: Proactive Marketing Specialist with a strong background in developing and implementing strategic marketing initiatives, conducting market research, and creating marketing materials.

Key Skills:

- Sales Skills.
- Analytical Skills.
- Digital Marketing.
- Adaptability and Flexibility.
- Team Collaboration.
- Time Management.
- * Marketing Knowledge.
- * Customer Service Orientation.
- * Project Management.
- * Brand Management.
- * Networking.
- * Strategic Thinking.
- * Communication.
- * Creativity and Innovation.
- * Technical Proficiency.
- * Budget Management.
- * Presentation Skills.

Achievements:

- Spearheaded the design and execution of marketing materials, including brochures, presentations, and product data sheets, leading to a consistent brand message and a 15% increase in sales conversions over six months.

Responsibilities:

- Developed, implemented, and tracked marketing campaigns.
- Collaborated with internal teams to develop and monitor strategic marketing initiatives.
- Analyzed and reported on campaign performance and efficiency.
- Conducted market research and analyzed trends to identify new marketing opportunities.
- Created marketing materials, such as sales and product collateral, ensuring brand guidelines were met.

EDUCATION

Intermediate University Certificate in Information Technology (Shamel)

Palqa University • Jordan, Amman • 2001 • 4.1

High Diploma in IT

Arab Community Collage • Jordan, Amman • 1999 • 3.82

I am currently studying a master's in business administration at London College.

CERTIFICATIONS

PMP

PMI • 2024

- Project Management Professional.

RMP

PMI • 2024

- Project Management Professional.

CISCM

IPSCMI • 2014

- Certified International Supply Chain Manager.

CISCP

IPSCMI • 2014

- Certified International Supply Chain Professional.