

AHMED BAHAA ELDIEN

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Abu Dhabi United Arab Emirates
0547479043
AhmedBahaa.sd@gmail.com
Nationality: Sudanese
Permit: UAE Driving license

PROFESSIONAL SUMMARY

Steadfast Logistic Coordinator with strengths in logistic management and problem-solving skills. Capable of working independently or in team-structured environment. Solid track record of proficiently managing supply chain operations

WORK HISTORY

Green planet - Logestic assistant

Khartoum, Sudan
11/2018 - 01/2020

- Designed strategic schedules, rotas and workloads to promote productivity
- Oversaw logistics and operations to deliver process optimisations and efficiencies
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Handled various day-to-day admin responsibilities to maintain smooth business operations.
- Took on additional tasks on manager's request.
- Demonstrated open communication and collaborated with various teams.
- Managed time effectively to meet deadlines.
- Acted as main contact for staff and clients.
- Received, sorted and distributed incoming mail.
- Processed invoices, ensuring timely payments.
- Addressed incoming requests for information, inquiries, and complaints.

Falcon Shipping and Logistics - Logistics coordinator

Red sea, Sudan
03/2020 - 02/2023

- Communicated clearly with people at different levels in fast-paced environment
- Generated logistics reports for analysis and decision-making
- Organised warehouse layout for optimal storage and retrieval efficiency
- Collaborated with management and internal teams to resolve production issues and restore operations.
- Coordinated hiring, recruitment and training strategies to build successful administrative team.
- Created digital file classification system for company-wide use.
- Handled negotiations with outside vendors and service agencies to meet group needs.
- Collaborated across departments for strategic planning purposes.
- Liaised with customers to provide order updates and confirm delivery dates and requirements.
- Monitored processes and proposed recommendations for improvements.
- Improved workflow efficiency by developing process improvements.
- Maintained all project documentation, guaranteeing accuracy and accessibility.

CUSTOM

UAE Driving license

PERSONAL INFORMATION

Nationality: Sudanese

WEBSITES, PORTFOLIOS, PROFILES

- Ahmed Bahaa.sd@gmail.com

SKILLS

- Excel proficiency
- Logistics management
- Inventory control processes
- Supply chain management
- Warehouse operations
- Export documentation
- Health and safety assessments
- Inventory management

EDUCATION

02/2011 - 06/2016
Red sea university
Red sea, Sudan

Bachelor of honors in Business
Administration: Maritime logistic

CERTIFICATIONS

- Asycoda world certificate
- Course for customs clearance and studies
- UAE Driving license