

**SAFDAR HUSSAIN**  
Logistics Coordinator



Freelancer / Partner Visa – Expiry on April 2026  
**+971 58 850 6845**, Email: [safdar6419@gmail.com](mailto:safdar6419@gmail.com)  
D.O.B. 10/04/1970 - Pakistan

**MY LIFE PHILOSOPHY**



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Do not wait for extraordinary circumstances to do good; try to use ordinary situations.

**SUMMARY**

Enthusiastic and detail-oriented Logistics Coordinator with strong proficiency in Microsoft Office, exceptional customer service skills, and a track record of success in handling administrative processing and materials movement. Experienced in utilizing Microsoft Office/outlook for internal and external communications, processing air/ocean shipments, and operating a sit-down forklift. Committed to providing outstanding customer service and ensuring timely and efficient logistics operations. Fluent in Mandarin. Excited to utilize my skills and contribute to a reputable company's mission in supply chain management.

**STRENGTHS**

- **Detail-Oriented**  
Demonstrated attention to detail in ensuring accurate documentation and inventory management, resulting in error-free logistics operations.
- **Adaptability**  
Successfully adapted to changing priorities and work environments, handling diverse logistics tasks with flexibility and efficiency.
- Problem-Solving**  
Proactively identified and resolved logistics issues, utilizing strong problem-solving skills to maintain smooth and efficient operations.

**EXPERIENCE**

**Logistics Coordinator**

**Pak Navy – Logistic Shipping, Schlumberger / Weatherford Drilling Int'l.**

@ 1983 - 1992    10 Years    1992 – 2007 / 2009 – 2020

- Coordinated and managed logistics operations for domestic and international shipments, resulting in a 20% improvement in efficiency. Utilized Microsoft Office/Outlook for internal and external communications, processed air/ocean shipments using Cargo application, and operated a sit-down forklift to move pallets.
- Ensured timely and accurate processing of shipments, including documentation, customs clearance, and transportation arrangements.
  - Collaborated with vendors, carriers, and internal teams to resolve any logistics issues or delays, maintaining a high level of customer satisfaction.
  - Conducted regular inventory checks and maintained accurate records of warehouse material, resulting in improved inventory management.
  - Provided exceptional customer service by promptly addressing inquiries and resolving any shipment-related concerns.

**COURSES**

**Advanced Customer Service Strategies**

A course focusing on sophisticated customer service techniques and engagement strategies provided by the Institute of Customer Service.

**Effective Supply Chain Management**

Specialized training on optimizing supply chain processes, ensuring efficiency and customer satisfaction, offered by Supply Chains School.

**Streamlining Business Operations**

Deeply interested in optimizing business processes to enhance efficiency and deliver superior customer experiences.

**PASSION**

**Streamlining Business Operations**

Deeply interested in optimizing business processes to enhance efficiency and deliver superior Logistics Coordinator experiences.

Computer Apps. Expert: Quick Book, Focus 6, Tally, ERP, SAP, Micro Soft Excel, Ward, Power Point, etc.

**SKILLS:** Data-analysis. Planning and organization. Transport management. Good warehouse safety knowledge. Flexibility. Responsibility and self-management. Team management. Communication.

**Special Courses & Certificates (Oil & Gas Companies):**

- 1. First Aid, CPR, Safety IOSH, Rig Pass. 2. Weatherford Health & Safety Induction.
- 3. Policy on Use of Computer Systems and Data Assets for Global Weatherford.
- 4. MENA IT Induction Program. 5.IT Helpdesk Management – MEMO cast.
- 6. 8141 - International Bribery and Corruption Global Edition.
- 7. 9074 - Anti-Corruption Manual Training CBT\_CRT.
- 8. Weatherford Anti-Money Laundering Compliance e-Policy.
- 9. HSE e-Policy Commitment and Intervention GEM - Rules to Live by.
- 10. HSE e-Policy Driver and Vehicle Safety GEM - Rules to Live by.
- 11. HSE e-Policy Facility Safety GEM - Rules to Live by.
- 12. HSE e-Policy Hazardous Substances GEM - Rules to Live by.
- 13. HSE e-Policy Hazardous Environments GEM - Rules to Live By
- 14. HSE e-Policy Induction and Training GEM - Rules to Live by.
- 15. HSE e-Policy Lifting Equipment and Operations GEM - Rules to Live By
- 16. HSE e-Policy Risk Management GEM - Rules to Live by.
- 17. Malaria Awareness Series Lesson 1 - The World's Deadliest Animal.
- 18. Malaria Awareness Series Lesson 2 - How Malaria Kills.
- 19. Malaria Awareness Series Lesson 3 - How She Finds and Bites You.
- 20. 300568742 - Trade Compliance Procedure Manual Online Training (Online)
- 21. Introduction to OEPS – Operation, Excellence Performance System.
- 22. TRADE COMPLIANCE PROCEDURE MANUAL ONLINE TRAINING
- 23. Weatherford Global Online Defensive Driving Course Certificate.
- 24-Communication School Certificate, 2-First Aid Course Certificate, 3- (N.B.C.D) Nuclear, Biological, Chemical Defense and damage control including Fire Fighting.

**Logistics Coordinator, Accountant, Administrative Assist, Customer Services, Computer Apps. Expert**

