

Jad Hamdan

Equipment & Logistics Officer

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Authorized to Work in Saudi Arabia

Summary

Results-focused Industrial Engineer with extensive experience in logistics, equipment management, and ERP systems across multiple sectors. Expertise in optimizing operations, streamlining equipment distribution, and implementing ERP solutions like Odoo to drive efficiency and reduce costs. Proven track record in leading cross-functional teams, overseeing asset management, and enhancing operational performance. Passionate about transitioning into production and manufacturing roles and open to pursuing new opportunities in equipment management positions. Committed to continuous improvement and data-driven decision-making to foster organizational growth and innovation.

Experience

Equipment Officer – 06/2024 to Present

Group Amana, Saudi Arabia

- Oversee all inbound logistics operations, managing the distribution and tracking of equipment across multiple sites. This ensures 100% visibility of each asset's location, operational status, and assigned operator, optimizing asset management processes.
- Handle and approve all purchase requests for equipment and spare parts, ensuring efficient and timely acquisition of necessary resources. This streamlined process reduces delays and ensures the availability of required items when needed.
- Maintain detailed asset records, tracking the status, location, and operator of each piece of equipment. This centralized system enhances operational transparency and allows for accurate reporting on equipment utilization.
- Track and update repair logs for all equipment, documenting breakdown dates, identified problems, repair costs, and expected readiness times. This comprehensive system aids in improving repair scheduling and minimizing operational downtime by 20%.
- Coordinate repair and maintenance tasks with mechanics, ensuring timely resolution of issues and minimizing downtime by 30%. This approach directly contributes to an increase in equipment reliability and productivity.
- Evaluate equipment repair or replacement options based on breakdown frequency, spare part costs, and performance history. This data-driven decision-making process results in a more cost-efficient approach, lowering maintenance expenses by 18%.
- Implement and manage a preventive maintenance schedule for all machinery, achieving a 25% reduction in unexpected breakdowns. This proactive maintenance approach ensures continuous operational efficiency.
- Manage the inventory of spare parts by conducting regular audits and ensuring accurate records in the ERP system. This improves stock control and reduces inventory discrepancies by 10%, while ensuring timely availability of parts.
- Supervise the migration of data to the new ERP system, validating historical data and ensuring accurate transaction processing across all plant departments. Provide comprehensive training and support to ensure smooth system adoption and full operational efficiency.

Jr. Logistics Officer – 05/2023 to 05/2024

Group Amana, United Arab Emirates

- Managed the end-to-end mobilization and demobilization of assets between central logistics and project sites, ensuring timely deployment and uninterrupted site operations.
- Reduced fuel expenses by 12% through close monitoring of daily consumption reports, optimizing refueling schedules, and coordinating with drivers to limit unnecessary usage.
- Coordinated the systematic return of scrap materials from active project sites to the warehouse, improving resource recovery and supporting the company's sustainability initiatives.
- Processed material requisitions and transfers with accuracy and urgency, securing on-time delivery of critical supplies and preventing costly project delays.
- Streamlined the management and relocation of surplus and leftover materials across projects, enhancing utilization rates and reducing material waste by 15%.
- Conducted monthly inventory cycle counts, reconciled discrepancies, and implemented stock control measures, increasing inventory accuracy by 10% and supporting efficient replenishment.
- Maximized warehouse efficiency by optimizing layout and storage configurations, which led to a 50% increase in available storage space without incurring additional infrastructure costs.
- Updated the ERP system daily with asset movements, stock transactions, and site records to maintain data accuracy, enhance reporting capabilities, and enable informed decision-making across departments.

Associate Consultant – 05/2022 to 04/2023

Transformeus, Lebanon

- Redesigned organizational structures and workflows for a leading furniture manufacturer, reducing operational costs by 18% while enhancing interdepartmental collaboration and employee morale.
- Executed the end-to-end implementation of ISO 9001:2015 quality standards, including internal audits, gap analyses, and corrective actions to ensure full compliance across all departments.
- Achieved ISO 9001 certification by spearheading documentation alignment, process optimization, and conducting staff workshops, ensuring 100% adherence to quality management principles.

- Boosted daily mattress production output by 20% through process flow reengineering, workstation layout improvements, and performance tracking initiatives.
- Evaluated export opportunities through comprehensive market research across four international markets, delivering actionable insights that shaped the company’s go-to-market export strategy.
- Built a balanced scorecard model that aligned KPIs with strategic objectives, enabling a 30% improvement in performance tracking and goal execution across business units.
- Fostered a culture of continuous improvement by collaborating with cross-functional teams to instill accountability, quality focus, and data-driven decision-making at all operational levels.

Odoo Functional Consultant – 09/2021 to 04/2022

Tecomsa S.A.L, Beirut

- Translated complex client business requirements into tailored functional solutions within the Odoo ecosystem, contributing to a 25% improvement in operational alignment and workflow clarity.
- Led full-cycle Odoo implementations across Sales, CRM, Purchasing, Inventory, and HR modules, delivering projects 10% ahead of schedule while maintaining high-quality standards.
- Facilitated user onboarding and hands-on training sessions, achieving a 95% adoption rate and minimizing post-go-live support needs through clear documentation and real-time assistance.
- Bridged communication between technical teams and business users to streamline customization efforts, ensuring all stakeholder requirements were met effectively.
- Oversaw data migration processes, validating accuracy and completeness across all functional modules to ensure a seamless transition from legacy systems.
- Managed system testing and user acceptance testing (UAT), identifying and resolving functionality gaps to guarantee system integrity, usability, and compliance with project objectives.

Education

Bachelor of Engineering in Industrial Engineering – 2021

Lebanese International University, Lebanon

Graduated with Honors

Certificates & Courses

- IOSH Managing Safely
- Lebanese Football Association ‘C’ Coaching Certificate

Skills & Expertise

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| <ul style="list-style-type: none">• GateX Fuel Control System• CMiC Construction Software• Odoo ERP• Data Analysis• Data Visualization• ERP Management• Lean Methodologies• Six Sigma• Maintenance Management• Personnel Supervision• Training Development• Operational Efficiency• Scorecard Implementation | <ul style="list-style-type: none">• Equipment Management• Asset Management• Inventory Control• Logistics Coordination• Fuel Management• Resource Management• Project Management• Strategic Planning• Process Improvement• Compliance Adherence• Standards Compliance• Market Research• Business Communication |
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Languages

Arabic: Native | **English:** Fluent