

# Mohammad Khattab

## Supply Chain | Logistics | Procurement

Beirut, Lebanon

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### Profile Summary

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Logistics and procurement professional with 5+ years of experience leading end-to-end supply chain operations across Saudi Arabia. Skilled in international shipping, customs clearance, warehousing, last-mile delivery, and strategic procurement. Driven by a strong focus on cost control, compliance, and operational efficiency. Proven success in managing high-volume imports, negotiating and finalizing contracts with suppliers, freight forwarders, couriers, and 3PL partners, and ensuring seamless coordination between internal teams and external stakeholders. Recognized for being hands-on, detail-oriented, and consistently delivering reliable, cost-effective logistics solutions in dynamic, fast-paced environments.

### Professional Skills

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- Procurement & vendor management
- Strategic sourcing & cost reduction
- International logistics & freight coordination (sea, road, last-mile)
- Customs clearance & documentation (SABER, CoC, HS codes, BL's)
- E-commerce logistics (COD, returns, POD tracking, reverse logistics)
- Courier & 3PL management
- Warehouse operations & multi-site inventory control
- Supply chain optimization & cost efficiency
- Contract negotiation & service agreements
- SLA monitoring, issue resolution & performance reporting
- Project logistics planning & execution
- Cross-functional coordination (sales, marketing, finance)
- Microsoft Business Central 365
- POS Systems: Squirrel, Omega

### Education

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**Bachelor of Business Administration in Marketing**  
Beirut Arab University - Beirut, Lebanon

**Sep 2017 – Jun 2020**

## Work Experience

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### **Logistics & Operations Manager** **Ayan Horizon - Jeddah, Saudi Arabia**

**Jan 2024 – Aug 2025**

- Manage the full logistics cycle across Saudi Arabia, including international shipping, customs clearance, warehousing, and final delivery for six international brands.
- Ensure accurate and compliant documentation handling (SABER, CoC, HS codes, invoices, packing lists, bills of lading), maintaining smooth import processes and avoiding delays or penalties.
- Oversee warehouse operations in Riyadh, Jeddah, and Dammam, including inventory control, stock transfers, space optimization, and CBM tracking, while managing the warehouse team to ensure efficient, organized, and timely execution.
- Lead nationwide B2B, B2C, and e-commerce logistics, coordinating with courier partners (Aramex, DHL, SMSA, Ajex), managing COD orders, returns, PODs, and ensuring SLA performance.
- Negotiate and finalize contracts with freight forwarders, customs brokers, couriers, and 3PL providers to secure competitive rates and improve overall efficiency.
- Drive process improvements in shipment flow and logistics coordination, acting as the main point of contact between suppliers, warehouses, and delivery teams to ensure timely and cost-effective operations.

### **Procurement & Logistics Manager** **Unified Hospitality – Wafi Gourmet - Riyadh, Saudi Arabia**

**Nov 2021 – Dec 2023**

- Managed end-to-end procurement for over 1,200 SKUs ( food & non-food items), including supplier sourcing, pricing negotiations, purchase agreements, order placement, and coordination with warehouse and finance teams to ensure timely deliveries and stock accuracy.
- Negotiated vendor contracts that led to a 25% reduction in procurement costs while maintaining quality and consistency.
- Coordinated inventory control across multiple branches to ensure product availability, reduce waste, and avoid overstocking.
- Planned and executed logistics operations for timely delivery and internal distribution, enhancing delivery speed, accuracy, and branch readiness.
- Resolved supplier disputes, monitored compliance, and upheld quality standards across all categories and vendors.

### **Operations & Logistics Supervisor** **ALGhina NGO - Beirut, Lebanon**

**Aug 2020 – July 2021**

- Oversaw and successfully delivered three large-scale non- profit projects valued at over \$150,000, ensuring timely execution and high-quality results.
- Streamlined procurement and logistics processes to improve cost control, supply chain efficiency, and operational transparency.

- Coordinated the transportation and distribution of goods and equipment to multiple project sites, ensuring on-time delivery, resource availability, and field readiness under pressure.

**Operations & Procurement Roles**  
**Kalaa Chicken – Beirut, Lebanon**

**Jul 2017 – Jul 2020**

- Progressed through multiple roles, starting in operations and moving into procurement supervision.
- Supported daily restaurant operations by improving team schedules, workflows, and service quality.
- Contributed to reducing waste and controlling costs through better stock management and vendor coordination.
- Handled purchasing tasks, approved invoices, and maintained accurate inventory levels.
- Built solid relationships with key suppliers, helping to ensure timely deliveries and more favorable terms.
- Played a key role in improving overall efficiency, customer experience, and back-end coordination.

**Certificates**

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- Logistics Management: International Transport & Shipping | Udemy | Aug 2024
- Food Safety Knowledge – Basic Level – Alison | Online | 2021
- C3 Digital Literacy Certification | BAU | 2020

**Languages**

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- **Arabic:** Native
- **English:** Full professional proficiency