

EL SAYED MOHAMED FAWZY SALEM

OPERATIONS | TRANSPORTATION | LOGISTICS & SHIPPING

Saudi Arabia | 0583970608 | sayed_salem@msn.com

PROFESSIONAL SUMMARY

Operations and logistics professional with experience in daily operations, transportation, air freight, shipping, fleet movement, and last-mile delivery. Skilled in coordinating operational teams, drivers, and delivery representatives; monitoring workflows and service execution; resolving day-to-day issues; and organizing resources to support service quality and on-time performance. Experience supporting delivery operations involving approximately 100 delivery representatives and around 2,500 orders per day.

CORE COMPETENCIES

Operations Management | Logistics Management | Transportation & Shipping | Fleet Operations | Vehicle Movement & Maintenance Follow-up | Last-Mile Delivery | Delivery Team Supervision | Dispatch & Order Tracking | Workflow Coordination | KPI Monitoring | Customer Service | Problem Solving | Operational Reporting | Process Improvement | Microsoft Office

PROFESSIONAL EXPERIENCE

Operations Manager | Marsy International for Air Freight & Transportation

August 2025 – Present

- Manage and monitor daily air freight and transportation operations to ensure tasks are completed according to operational plans and procedures.
- Coordinate transportation movements with drivers and delivery representatives to support smooth workflows and on-time execution.
- Coordinate operational teams, address daily service and workflow issues, and support consistent service quality.
- Organize operational priorities and resources in line with logistics service requirements.

Operations Manager | Ro'ya & Taqaddom Logistics Services and Delivery Applications (Vapcon)

2 years

- Supervised daily operations and monitored the execution of delivery services and logistics activities.
- Coordinated operations teams and delivery representatives, monitored service levels, and addressed operational issues.
- Tracked order progress and communicated with customers and relevant teams to support efficient task completion.

Operations Supervisor | Tomorrow's Wealth Logistics & Delivery Services

2 years

- Supervised delivery representatives and monitored compliance with work plans and operating procedures.
- Followed delivery performance and coordinated with relevant teams to resolve issues and improve workflow.
- Supported delivery application operations and monitored order execution against service requirements.

Shipping Department Manager | Fastlo - Business Development for Logistics & Domestic Shipping

3 years

- Coordinated domestic shipping department activities and organized shipment processing workflows.
- Liaised with relevant stakeholders, tracked shipment status, and addressed day-to-day operational challenges.
- Supported improvements to operating procedures, follow-up practices, and service quality.

Executive Secretary / Office Manager | Dr. Abdullah Al Fayer Engineering Consultancy Office

6 years

- Organized administrative operations, correspondence, appointments, meetings, and office task follow-up.
- Coordinated between management and stakeholders, maintained files and documents, and followed up on instructions.
- Supported daily office workflow, priority management, and consistent administrative procedures.

EDUCATION & CERTIFICATIONS

Bachelor of Social Work | 2007

International Computer Driving Licence (ICDL)

ADDITIONAL TRAINING

- Three years of training as an assistant computer teacher at a basic education school.
- Computer maintenance training at My Computer.
- Automotive sales and vehicle procedures training at Al Wefaq.

LANGUAGES

Arabic: Native | English: Intermediate