

EMAD ABUHARB

Operations & Warehouse Management Professional

Riyadh - Dammam, KSA | +966 53053 4184 | emadabuharb1993@gmail.com

PROFESSIONAL PROFILE

Operations and warehouse management professional with extensive experience in warehouse operations, transportation, delivery coordination, KPI monitoring, team supervision, inventory control, and process improvement. Strong working knowledge of Microsoft Excel, Word, PowerPoint, and Oracle-based ERP systems (Tamino), with a practical and analytical approach to solving operational challenges.

CORE SKILLS

Operations Management • Warehouse Management • Inventory Control • Transportation & Delivery • KPI Monitoring • Team Leadership • Staff Scheduling • Process Improvement • ERP Systems (Tamino) • Microsoft Office • Problem Solving • Cross-functional Coordination

PROFESSIONAL EXPERIENCE

Operations Manager | AtUrHome

October 2025 – Present | Riyadh

- Manage day-to-day operational activities and coordinate teams to maintain smooth and efficient service delivery.
- Plan manpower, workloads, schedules, and operational priorities according to business requirements.
- Monitor operational KPIs, identify performance gaps, and implement corrective actions and process improvements.
- Coordinate with warehouse, delivery, customer service, and other functions to resolve operational issues.
- Prepare operational reports and follow up on productivity, service quality, and timely task completion.

Assistant Warehouse Manager | HMC GROUP / Al-Hamaid Medical Company

October 2023 – April 2025 | Riyadh

- Supported the management of receiving, storage, picking, packing, dispatch, and inventory-control activities.
- Supervised warehouse staff, assigned daily tasks, and monitored productivity, attendance, and work quality.
- Maintained inventory accuracy through stock checks, proper documentation, and coordination of discrepancies.
- Ensured safe storage practices, warehouse organization, and compliance with internal operating procedures.
- Prepared and reviewed warehouse reports and supported improvements to workflow and space utilization.

Warehouse Supervisor (KPI Executive) | Safe Arrival

March 2022 – September 2023 | Riyadh

- Tracked warehouse and delivery KPIs and prepared regular performance reports for management review.
- Analyzed operational data to identify delays, productivity issues, and opportunities for improvement.
- Coordinated corrective actions with warehouse and transportation teams to improve service levels.
- Supervised daily warehouse activities and ensured operational targets were communicated and followed.

Warehouse Supervisor | Safe Arrival

January 2021 – September 2023 | Riyadh

- Supervised receiving, storage, order preparation, and dispatch activities while maintaining inventory accuracy.
- Allocated staff and monitored daily workloads to meet operational and delivery requirements.
- Followed stock movement, documentation, and warehouse housekeeping and safety standards.

Warehouse Supervisor | TAMER

February 2014 – December 2020 | Riyadh

- Managed daily warehouse activities including receiving, put-away, picking, loading, and dispatch.
- Supervised warehouse teams and coordinated work priorities to support customer orders and delivery schedules.
- Monitored stock accuracy, documentation, and ERP transactions and supported periodic inventory counts.
- Coordinated with transportation and other departments to resolve shipment and operational issues.

Transportation Supervisor | TAMER

June 2013 – January 2014 | Riyadh

- Supervised daily transportation and delivery operations, including vehicle and driver scheduling.
- Monitored delivery performance and coordinated route and dispatch requirements with warehouse teams.
- Handled delivery issues and supported efficient use of transportation resources.

Transportation Coordinator | TAMER

September 2012 – May 2013 | Riyadh

- Coordinated vehicle assignments, driver schedules, dispatch documentation, and delivery follow-up.
- Communicated with warehouse and delivery teams to support on-time shipments and resolve daily issues.
- Maintained transportation records and supported reporting on delivery status and performance.

Sales Associate | Arabian Oud

October 2010 – February 2012 | Jeddah

- Assisted customers with product selection and provided professional sales and customer service support.
- Supported sales targets, product presentation, stock availability, and daily store operations.

Accounting Assistant – Trainee | Magrabi Steel

May 2010 – July 2010 | Jeddah

- Supported basic accounting and administrative activities, including document organization and data entry.
- Assisted with filing and maintaining financial records under team supervision.

EDUCATION

Marketing, King Abdulaziz University

2012 – 2016 | Jeddah, Saudi Arabia

COURSES

- How to Deal with Special Education – BMC Academy, Jeddah | 34 Hours
- Forum Knowledge Charity First, Jeddah | 34 Hours
- Self-Build Strategy Using the Japanese Kaizen, Jeddah | 6 Hours
- Launched from the Reality of Your Age, Jeddah | 5 Hours

LANGUAGES

Arabic: Mother language | English: Good