

**MLM.AYMANUL MUSNI**

**BSC(HONS) In International Logistics and supply chain management**

**Senior Logistics Executive**

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Location: Riyadh, Saudi Arabia

Iqama Status – Valid Transferable Iqama

## CAREER SUMMARY

### Senior Logistics Executive

Results-driven **Senior Logistics Executive** with **6 years of experience in logistics operations**, freight forwarding, import/export documentation, warehouse management, and procurement coordination across **Singapore, UAE, and Sri Lanka**. Proven ability to manage **end-to-end supply chain operations**, **vendor coordination**, and **ERP-based reporting** while achieving high on-time delivery performance. Currently based in Riyadh with **transferable iqama** and available for immediate joining.

## CORE COMPETENCIES

### LOGISTICS & SUPPLY CHAIN SYSTEMS:

- **ERP-based Logistics & Supply Chain Systems**
- **SAP (MM – Basic / Operational Exposure)**
- **WMS**
- **TMS**

### PROCUREMENT & OPERATIONS:

- **Purchase Requisition (PR) & Purchase Order (PO) Processing**
- **RFQ / Quotation Analysis & Cost Comparison**
- **Vendor & Contract Documentation Control**
- **Inventory Control & GRN Processing**
- **Import & Export Documentation (BL, AWB, COO, Invoice, Packing List)**

### DATA & REPORTING TOOLS:

- **MS Excel (Shipment Tracking, Cost Analysis, Reports, Pivot Tables)**
- **MS Word & Outlook (Documentation & Coordination)**
- **MIS & Operational Reporting Dashboards**

### LOGISTICS OPERATIONS:

- **Freight Forwarding (Air / Sea / Road)**
- **Customs & Port Coordination**
- **Delivery Scheduling & POD Tracking**
- **Warehouse Operations & Stock Reconciliation**

## PROFESSIONAL EXPERIENCE

### SENIOR LOGISTICS COORDINATOR

**Organization: TKHS Group Incorporate Pte Ltd. – Singapore**

Project: Five Star Hotel FF&E installation & Renovation Project

Client: CITY OF DREAMS (Cinnamon Life) Srilanka & The Ritz Carlton Singapore

Duration: May 2024 – Present

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### SENIOR LOGISTICS EXECUTIVE

**Organization: m&m Logistics Pvt Ltd - Dubai**

Project: Fright Forwarding and warehouse management

Duration: Feb 2022 – March 2024

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### LOGISTICS EXECUTIVE

**Organization: Maxaire, MEP Engineering / Contact Company, Sri Lanka**

Duration: Jan 2021 – Dec 2021

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## KEY RESPONSIBILITIES

- Processed Purchase Requisitions (PRs) and Purchase Orders (POs), ensuring timely approvals and accurate documentation.
- Coordinated 120+ international shipment annually, ensuring 95% on-time delivery and zero customs penalties.
- Evaluated supplier quotations and conducted cost comparisons to support cost optimization initiatives.
- Liaised with suppliers, contractors, and internal teams to ensure timely delivery of materials and equipment.
- Maintained accurate procurement records including POs, invoices, GRNs, and supplier documentation.
- Managed end-to-end logistics operations including inventory, warehousing, and transportation, achieving on-time delivery performance above 95%.
- Coordinated international shipments and customs documents with 100% compliance.
- Planned short- and long-term supply requirements in line with project demands.
- Ensured compliance with import/export regulations and documentation standards.
- Managed End-to-end Logistics operations including freight forwarding, warehousing, and transportation
- Prepared and verified import/export documentation with zero compliance issues.
- Generated logistics performance reports and presented insights into management.
- Oversaw inbound and outbound logistics operations.
- Managed warehouse inventory control and stock replenishment.
- Coordinated with international suppliers and freight forwarders to ensure timely deliveries.
- Achieved 95%+ on-time delivery accuracy across air, sea, and road shipments.

## EDUCATION

**BSC. (HONS) In International Logistics and supply chain management – Winfield Business Academy (Reading)**

**Higher National Diploma in Logistics Management – NIBM SL**

**Advanced Diploma in Business Management – NIBM SL**

**Diploma in Information Technology – BCAS SL**

**Certificate in English – BCAS SL**

## LANGUAGES

- English, Tamil (Fluent)
- Hindi, Malayalam, (Conversational)

## PERSONAL DETAILS

**Full Name – Mohammed Laffer Mohammed Aymanul Musni**

**Nationality – Sri Lanka**

**Marital Status – Married**

**Availability – Immediately Available to Join**

## REFERENCES

**Provided upon request.**

## DECLARATION

**I hereby declare that the above information is true and correct to the best of my knowledge and belief.**

**Mohammed Aymanul Musni**