

Abdullah Zubair

Logistics Professional | Streamlining DO Management & Customs Compliance for Operational Excellence

✉ mohd.abdullah3940@gmail.com

📍 Jeddah, Saudi Arabia

☎ +966539375815

🌐 linkedin.com/in/abdullah-zubair-877333229

EDUCATION

Bachelor of Business Administration(BBA)

University of Lucknow

04/2019 - 04/2022

Lucknow

Courses

- Management, Business, Supply Chain Management

Class 12th from CBSE

International Indian School Jeddah

2019

Jeddah, Saudi Arabia

Class 10th from CBSE

International Indian School Jeddah

2017

Jeddah, Saudi Arabia

WORK EXPERIENCE

LOGISTICS & CUSTOMS CLEARANCE ASSOCIATE

DHIBAN LOGISTICS SERVICES CO.

01/2023 - Present

Jeddah, Saudi Arabia

Logistics and Transportation Services

Achievements/Tasks

- Spearheaded Delivery Order (DO) management processes, ensuring seamless coordination between shipping lines, customs authorities, and clients.
- Managed customs clearance operations, guaranteeing compliance with Saudi regulations and minimizing delays in cargo release.
- Collaborated with transport companies and warehouses to streamline the import/export processes.
- Optimized document verification and submission workflows, enhancing operational efficiency.
- Assisted in logistics planning and fleet management to ensure timely deliveries.
- Provided technical support and complaint resolution, ensuring client satisfaction and smooth operations.
- Supported HR tasks, including onboarding and record-keeping, while prioritizing logistics responsibilities.
- Liaised with port and customs officials to ensure timely approvals and clearance for overland and sea freight movements.
- Handled transportation documentation including road permits, port permits, and gate passes for smooth cargo transit.

SKILLS

Delivery Order Management

Customs Clearance Coordination

Logistics Planning & Coordination

Document Verification & Handling

Communication & Problem Solving

Time Management & Risk Mitigation

Advanced Microsoft Excel

Multilingual: English, Arabic, Hindi, Urdu

Time Management

ACHEIVEMENTS

Top Intern | International Model United Nations(IMUN)

Received a letter of appreciation for becoming the top intern of this organisation for my digital media savviness and ability to identify promotion opportunities accross the media.

CERTIFICATES

Fundamentals of Digital Marketing (2023)

Blogging & Web Analytics, Search Engine Optimisation, Email Marketing, Inbound and Content Marketing, Online Advertising- Platforms, ORM & Automation Modules- Issued by google

Microsoft Advance Excel Certification (09/2023)

Issued by Itronix Solutions

Graphic Design Certification (09/2023)

Issued by Itronix Solutions

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

Arabic

Full Professional Proficiency

INTERESTS

Traveling and exploring new cultures

Gym and fitness activities for physical well-being and discipline