

# Tamer Altelbani

Details	
Phone	0581714946
Email	altelbany75@gmail.com
Location	Dammam, Saudi Arabia

## Summary

I seek to join an organization with professional team to contribute in achieving its mission, vision and objectives. In addition to my willing to take on more responsibilities to develop my administrative and practical skills.

## Experience

Oct 2024 • Current

### Almulhem Petroleum Services Co.

#### Senior Logistics Coordinator

- Manage and oversee all logistics activities, including international shipping, freight forwarding, customs clearance, and B2B local distribution.
- Obtaining the required approvals from the FASAH and SABER certification processes for all imported goods.
- Guarantee proper documentation, security, and timely delivery of all shipments.
- Build and maintain strong relationships with freight forwarders, customs brokers, and transportation service providers.
- Develop and implement cost-effective shipping strategies while upholding safety and efficiency standards.
- Track and monitor all shipments to ensure timely delivery and resolve any transportation issues.
- Maintain accurate and up-to-date records of shipments, payments, and customs documentation.

Nov 2022 • Sep 2024

### Aramex Saudi Limited

#### Logistic Coordinator

- Collaborated with transportation companies to arrange pickup from KFIA and delivery services.
- Negotiated contracts with carriers, vendors, and suppliers for discounted rates.
- Monitored carrier performance, resolving any delays or discrepancies in shipment schedules.
- Negotiated and arranged transport of goods with shipping and freight companies.
- Employed effective verbal and written communication skills to communicate and interact with all levels of organization.

Jan 2018 • Oct 2022

**Aramex Saudi Limited**

**Logistic Supervisor - Oil and Gas projects.**

- Manage and Supervise warehouse logistics team to ensure smooth inbound and outbound goods flow.
- Handling the communications with customers for orders.
- Tracking the progress of shipments.
- Knowing all aspects of warehouse operations.
- Managing daily routes/schedules of shipments.
- Maintain Warehouse Inventory.
- Tracked company inventory and noted item shortages for future product orders.
- Establish best practices for packaging, handling, and transporting materials.

Jun 2011 • Dec 2017

**Aramex Saudi Limited**

**Senior Customer Service Supervisor.**

- Manage Shipping operations & all customer service issues.
- Manage Customers' Accounts.
- Solving shipping, Customs, and delivery problems.
- Recorded accurate and efficient records in Customer database.
- Emails follow up and direct communication with all parties involved (Customer, head, pricing, department, etc.)

## Education

---

Bachelor of Marketing, Applied Science University (A.S.U), Amman

## Languages

---

Bachelor of Marketing, Applied Science University (A.S.U), Amman

Arabic: Mother Tongue

English: V. Good (Reading, Writing & conversation)

## Skills

---

Management, Teamwork & Leadership skills



Customer Service



Communications



MS Office (Word, PowerPoint, Excel, Outlook)



Operations

