

# 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 across 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