

Personal Details:

Amal Ali Al Wabel

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Dammam, Saudi Arabia

Objective:

To get a meaningful and challenging position in the working field, seeking experience, and a promising career with a progressive organization, which will help me in utilizing my experience in a professional working environment that enables me to grow and meet the corporation's goals.

Education:

University of Dammam, College Sciences- Bachelor's degree in Physics

Experience:

- Logistics coordinator, Zamil Trade & Services co. LTD (from Oct 2018 – present)
- Logistics Supervisor, General Contracting Co., Olayan Group (from March 2016 – 22 May 2018)
- Logistics coordinator, General Contracting Co., Olayan Group (from 02 March 2014 – March 2016)

Responsibilities:

- Prepare all purchase orders and send it to the suppliers.
- Checks the shipping documents to be under the requirements of Saudi Customs.
- Communicate with the insurance company to ensure the shipments
- Coordinate with forwarders and shipping lines, follow-up all sea and air shipments to arriving to our destination
- Submit all the chemicals permits to ministry of internal to get the approvals to clear the chemicals shipments.
- Translate the shipping doc's, coordinate with customs broker to clear shipments from Saudi customs and our finance dept. to pay customs duty.
- Communicate with transporter company to transport the cargo to the warehouse.
- Use the customs system and writing customs letters if necessary.

Activities:

Volunteering:

- Sulaiman S. Olayan Foundation.
- Third women's Economic Forum 2011 at the Center for businesswomen in the East chamber.
- Forum for young men and women work 2011 at the East Chamber.
- Aramco Cultural Exhibition 2011 in Ras Tanura.
- Organization of women in the work week of the East Chamber.

Training:

- Women's Self Development Program (Springboard)

Skills:

- Computing skills
- Excellent typing speed. Excellent communication skills Fast learn, hard work.

Languages:

- Arabic
- English