
Personal Information

Name: Elias Samir Al-Rajabi

Phone Number: +962 780787984

Email: ealrajabi@gmail.com

Location: Al-Jubaiha, Amman, Jordan

Date of Birth: March 26, 1998

LinkedIn: [LinkedIn Profile](https://www.linkedin.com/in/eng-elias-al-rajabi-425917223)

Professional Summary

A dedicated and results-driven logistics and shipping professional with a background in mechanical engineering. Extensive experience in coordinating shipping operations, managing documentation, and ensuring smooth goods movement. Strong problem-solving abilities, with a proven track record in improving shipping processes and addressing customer inquiries efficiently. Experienced in pricing shipments and operations management. Seeking to leverage expertise in logistics and shipping to contribute to a global logistics company.

Work Experience

Delivery Orders (D/O) Department Head

Dolphin Shipping and Logistics, Amman, Jordan

July 2023 - Present

- Coordinate with shipping lines for receiving and processing delivery orders (D/O).
- Manage billing and activate shipments.
- Handle original bills of lading and issue delivery orders.
- Ensure correct financial transactions, including issuing receipts.
- Reconcile agent accounts and manage payments.
- Track logistics documentation and respond to customer inquiries.
- Supervise shipping operations, including LCL shipments and air freight.
- Provide customers with House Bills of Lading (HBL) and obtain approvals before issuing them.
- Send PRE-ALERT notifications to customers before the shipment reaches its destination.

- Coordinate with the accounting department for payment of shipping company invoices and issue SWB (Sea Waybill).
- Provide the accounting department with invoices for outbound shipments and request related invoices as needed.
- Receive and process PRE-ALERT notifications for inbound shipments.
- Input bill of lading numbers into the system.
- Notify customers about their bills of lading and shipment arrival details.
- Prepare customs declarations and necessary documents for the shipment.
- Send customs declarations to shipping companies for procedure completion.
- Coordinate with the accounting department to ensure the issuance of due invoices.
- Follow up on payment processes to ensure the completion of shipment procedures.
- Activate Delivery Orders (D/O) on the global ASYCUDA system.
- Coordinate with customs clearance companies to ensure shipments are received from customs and delivered to the customer.
- Archive shipment files after receiving all goods to ensure process documentation.
- Organize agent account statements to ensure clarity in financial operations.
- Issue financial transfers to agents after completing shipment procedures.

Mechanical Engineer and Machine Operator

Al-Kesaih Food Industries, Amman, Jordan

May 2022 - December 2022

- Conduct preventive and routine maintenance on sterilization equipment, valves, pumps, and machinery.
- Operate and monitor Tetra Pak sterilization machines and Automatic Cleaning System (CIP) sections.
- Ensure compliance with safety and health standards in sterilization and cleaning operations.
- Manage spare parts inventory and coordinate maintenance tasks.

Mechanical Engineer Intern

Al-Sharq Plastic Company, Marka, Amman, Jordan

June 2021 - December 2021

- Supervised equipment operations in the plant to ensure smooth operations.
- Performed inspections, monitored operational conditions, and enhanced machine performance.
- Assisted in preventive and corrective maintenance processes.
- Tracked performance indicators, reported downtimes, and suggested process improvements.

Education

Bachelor of Mechanical Engineering

Al Hussein Bin Talal University, Ma'an, Jordan

September 2016 - September 2021

Skills

- Shipping Operations and Logistics
- Pricing Shipments and Operations Management
- Documentation and Compliance in Shipping
- Supply Chain Coordination
- Customer Service and Effective Communication
- Dangerous Goods Regulations (DGR)
- Quality Assurance (QA/QC) Monitoring
- Occupational Health and Safety Compliance
- Fire Protection Systems Design
- AutoCAD and HVAC Systems
- Data Management using Microsoft Excel

Languages

Arabic (Native)

English (Advanced)

Certifications and Training

- Dangerous Goods Regulations (DGR) Certification
- Occupational Health and Safety Training
- Quality Assurance and Control (QA/QC) Training
- Fire Protection Systems Design Certification