
SALEM ALNAHDI

Khobar Eastern Province ♦ 0546096080 ♦ alnahdi.salem10@gmail.com ♦

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PROFESSIONAL SUMMARY

To obtain good experience in the logistic field to apply strong knowledge of business procedures and to explore the opportunity to improve my skills and knowledge in the supply chain in general.

WORK HISTORY

Expeditor, 07/2022 - Current

Al-Estagamah Trading& Contracting co. Ltd. – Dammam, Eastern Province

- Tracking all PO's (locally + overseas).
- Follow up the status with suppliers.
- Daily communication with Buyers and solving problems.
- Checking the documents for overseas suppliers.
- Updating to our Customer for ETA.
- Communicating with Warehouse for unload and upload.
- Clearing shipment in Saudi Customs.
- Choosing mode of transportation.
- Making AWB.
- Issuing Saber certificates.

Executive Secretary, 05/2022 - 06/2022

Al-Estagamah Trading& Contracting co. Ltd. – Dammam, Eastern Province

- Maintain the administration activities.
- Collected invoices every day from customer and report it to Accounting department.
- Manage the Real Estate activities for company owner.

Real Estate Coordinator, 11/2021 - 02/2022

Sidrat Al-Bina'a Real Estate – Khobar, Eastern Province

- Established key relationships with potential leasers and renters.
- Managed daily and weekly marketing and leasing plans.
- Marketing
- Sales
- Maintenance

Summer Intern, 07/2019 - 08/2019

ARASCO LOGISTICS – Dammam, Eastern Province

- Organize transportation activities, including storage of goods, and managing information accrued from point of origin to destination.
- Tracks and updates the status of trucks.
- Count the inventory with Warehouse team and updating the location for the items stored.

CERTIFICATIONS

- Six Sigma Yellow Belt
- Websites Design with HTML & CSS
- Operation and Supply Chain Management
- Supply Chain Operations Metrics and KPIs
- Successful Negotiation by University of Michigan
- Step Exam , result: 87%

LANGUAGES

Arabic:



Bilingual or Proficient (C2)

English:



Advanced (C1)

EDUCATION

BBA: E-commerce, 01/2027

Saudi Electronic University - Dammam, Eastern Province

Associate Degree: Supply Chain Management, 01/2020

KFUPM- Dammam Community College - Dammam, Eastern Province

Final project: sustainability in the food industry

SKILLS

- Teamwork
- MS Office
- Vendor Management
- Customs Regulations.
- International Shipping.
- Communication
- ERP System
- Purchasing.
- Logistics.
- Vendor Coordination.