



SAUD AI HAJJI

LOGISTICS SPECIALIST

KSA, Eastern Province, Dammam

SUMMARY

Using my experience, continuing to develop my experiences, and fulfilling my ambitions and rapidly growing desire, I seek to join a growing company that provides career progression possibilities and obtain a position using my managerial skills.

CONTACT

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SKILLS

- ✓ Proficient in Microsoft Office
- ✓ Travel administration
- ✓ Office inventory management
- ✓ Calendars management
- ✓ Team leader
- ✓ Report writing
- ✓ Time Management

EDUCATION

Saihat High School | 2011

WORK EXPERIENCE

Business Tribune Global Company Ltd. | Logistics Specialist

Dammam | Dec. 2022 – Dec. 2023

- ❖ Provide Proof of Delivery When Requested.
- ❖ Confirm the Status of Delivery and Expected Delivery Dates.
- ❖ Support Customer Service in Their Demands and Set Up Appropriate Logistics Actions.
- ❖ Monitor expedited shipments and Requests to Identify Actions Required to Improve or Optimize.
- ❖ Confirmed Signatures for Delivery notes and scanned them into the Zoho System.

Industrial Partners Association for Trading | Logistics Administrative Coordinator

Al Khobar | Nov. 2021 - Aug. 2022

- ❖ Managed paperwork and necessary information required for client shipments.
- ❖ Confirmed signatures for invoices and scanned into Zo ho System.
- ❖ Analyzed client orders and deadlines with available driving personnel to plan and execute assignments.
- ❖ Answered phone calls, provided information, and connected callers to appropriate personnel.

Al Musawi Trading and Contracting Company | Storekeeper

Dhahran | Aug. 2018 – Aug. 2020

- ❖ Arranged stock parts in specified sequence for assembly by other workers.
- ❖ Received delivery of incoming materials to reconcile purchase orders.
- ❖ Verified inventory computations' accuracy by comparing them to physical counts of stock.

Panda Retail Company | Branch Supervisor

Dammam | April 2015 — May 2018

- ❖ Helped tellers and relationship managers by resolving customer concerns and securely handling large transactions.
- ❖ Encouraged employee development through training, coaching, and motivation strategies.
- ❖ Coordinated with other supervisors, combining group efforts to achieve goals.