

Rabab Aljomaia

Eastern Province, Saudi Arabia | 0538791602 | Raaljomaia@yahoo.com

Professional Summary

Motivated Warehouse Management graduate with hands-on experience in logistics, traffic planning, and administrative support. Skilled in SAP, warehouse operations, and documentation. Seeking to contribute to supply chain and warehouse efficiency through strong organizational and communication skills.

Experience

Ceekay Shipping Line – Customer Service Executive & Sales Support

Dec 2025 – Jun 2026

- Managing customer communications regarding shipping schedules, tracking, and delivery status
- Coordinating with logistics and operations teams to ensure timely and accurate shipment handling
- Monitoring shipment progress and addressing customer concerns professionally
- Updating shipment data, customer records, and service documentation
- Supporting operational workflows to improve service efficiency and customer satisfaction

Saudi Ground Services – Administrative Assistant (Tamheer Program)

Aug 2025 – Dec 2025

- Support daily administrative operations including filing, scheduling, and correspondence.
- Assist in document control and archiving processes.
- Coordinate with teams to ensure smooth workflow and reporting.

Saudi Aramco – Logistics Department (Marine Traffic Planning, Internship)

Sep 2021 – Nov 2021

- Assisted in planning marine traffic and coordinating schedules for offshore supply chain operations.
- Supported cost calculations related to coast-side logistics.
- Gained exposure to enterprise systems and logistical workflows.

Red Sea Development Project – Logistics Support (Project)

2021

- Assisted in material handling and warehouse coordination.

Qiddiya Entertainment Project – Logistics Support (Project)

2021

- Supported warehouse documentation and logistics activities.

Education

International Technical Female College (Lincoln College)

Diploma in Warehouse Management | 2017–2021

Skills

- Warehouse Operations & Inventory Management
- Logistics & Supply Chain Support

- SAP & Enterprise Systems
- Administrative Support & Document Control
- Microsoft Office (Excel, Word, PowerPoint)