

DHAY ALSUBAIE

Logistics Officer ,Procurement Specialist

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SUMMARY

Experienced in logistics, trade compliance, and procurement. Skilled in shipping and customs documentation, inventory management, and shipment tracking. Proficient in HS code classification, customs clearance via Saber and Fasah, and vendor coordination. Strong in supplier communication, quotation analysis, and using Oracle for procurement data. Organized, detail-oriented, and focused on smooth supply chain operations and compliance.

WORK EXPERIENCE

Logistics Officer , MSC Mediterranean Shipping Company

Nov2024 - May2025

- Prepare manifest documents for empty containers to issue bookings and bills of lading, enabling end-to-end tracking from loading point to vessel discharge.
- Receive daily Excel reports from container yards detailing stock levels and availability of empty containers, ensuring up-to-date inventory tracking.
- Update and document all movements of empty containers accurately and on a daily basis

Logistics and Trade Compliance , McDermott Company

June2024 - July 2024

- Verified the accuracy of shipping documents, including bills of lading, invoices, and packing lists.
- Assisted with customs clearance by obtaining licenses, filing declarations, and ensuring regulatory compliance.
- Determined HS codes and coordinated with authorities to facilitate seamless customs processes.
- Managed product registrations on the Saber platform and oversaw certificate applications.
- Served as an authorized broker through the Fasah platform.

Procurement Specialist , McDermott Company

July 2024 - Aug 2024

- Communicate with suppliers to collect and analyze quotations.
- Contribute to vendor evaluation and ensure compliance with specifications.
- Work on the Oracle system to input and process procurement data and track orders electronically

EDUCATION

Diploma of Supply Chain Management

Aug 2022 - Sep2024

Imam Abdulrahman Bin Faisal University

Graduated with an excellent GPA

SKILLS

- Solve problems
- Microsoft Office
- Communication Skills
- Teamwork
- Writing Email People Want to Read
- Risk Assessment

CERTIFICATION

- International Logistics
- Cours Microsoft Excel (Pivot & Vlookup)
- Interpersonal Communication

LANGUAGES

- English