

Aqeel Al Shamlan

I am an ambitious person for professional development who keeps pace with the market and keeps pace with modern technology Skill Highlights.

PROFESSIONAL EXPERIENCES

December 2024 – until now

FedEx Express Transport Co.Ltd,
Clearance Administrator

- Updating package tracking files with relevant information
- Contacting our customers and governments agencies to collect and provide information, related to shipments' customs clearance
- Confirming pricing and making allocation of charges and refunds
- Entering shipment information into the systems
- Preparing and validating customs data and paperwork to ensure compliance with regulatory and internal standards
- Helping to resolve clearance related questions and issues
- Working together with other teams at FedEx to make every customer experience outstanding

November 2019 – December 2024

SMSA Express Transport Co.Ltd ,
Assistant Supervisor

- Management of 10 branches.
- Approving vacations for employees and monitoring attendance and departure.
- Training and development.
- Sending domestic and international shipments.
- Sending emails to management, monitoring shipments, and submitting reports via Excel.
- Collection of financial revenues for branches.
- Resolving customer complaints.

September 2016 – August 2019

FedEx Express Transport Co.Ltd,
Service Agent

- Sending domestic and international shipments.
- Processing shipments, delivering and receiving shipments, and entering them into the system.
- Sending emails to management, monitoring shipments, and submitting reports via Excel.
- Resolving customer complaints.
- Sales and customer service.

July 2012 – August 2016

Eirad (UPS) Trading & Contracting , logistic
Mailroom coordinator

- Distributing mail to departments and sending and delivering shipments to employees.

, November 2010 – July 2012

Computer operator, at Abdulrahman Al Bader Co.

- Helping an Aramco employee turn on and off the water supply through the computer.
- temperature monitoring of air conditioning in the factory and sections.

EDUCATION

October 2007

College of Technology Diploma, Computer (Software).

SKILLS

English Language Courses. / Communication skills

Computer skills and Microsoft programs (Excel, Word, PowerPoint).

Self-Motivation./ Time management./ Prioritize tasks

CONTACT

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