

Experience

Customs Coordinator

Arabian Rockbits & Drilling Tools Co. Ltd.

10/2024 – present

- Preparing and managing SABER certification processes for imported products to ensure compliance with Saudi product safety regulations.
- Coordinating with customs clearance agents to ensure accurate and timely processing.
- Creating Goods Receipt Notes (GRNs) in the ERP system to accurately record incoming shipments and ensure alignment with purchase orders and supplier invoices
- Reviewing and auditing import documentation from the past three years to identify exempted items eligible for customs duty refunds. This includes verifying compliance with exemption criteria, organizing supporting documents, and coordinating with customs authorities to recover overpaid duties.

Customs Clearance Operation Specialist

Trident Freight Saudi L.L.C.

12/2021 – 09/2024

Manag the comprehensive clearance procedures at seaports and airports for Full Container Load (FCL), Less than Container Load (LCL), and Break bulk (BB) shipments from document intake to final delivery to clients.

- Managing document, translating commercial invoices, and entering data into FASAH system to generate Bayans.
- Acting as a liaison between our brokers, customers, shipping lines, customs, transporters, and pertinent agents to facilitate the full clearance of shipments.
- Preparing clearance invoices and ensuring timely payment processing.
- Preparing SABER certificates for non-commercial cargo.

Logistic Operation

Radi AlHobail Group for Commercial Services (Specialists in customs clearance)

11/2020 – 12/2021

- Acting as a liaison between customers, shipping lines, customs, transporters.
- Overseeing the entire process of container insurance arrangements

Temporary Teacher

LINCOLN College (The International Technical Female College in Qatif, KSA)

09/2019 – 04/2020

- Delivered IT & CBT courses across various disciplines as an interim instructor

Follow-up and Quality

Radi AlHobail Group for Commercial Services (Specialists in customs clearance)

09/2016 – 04/2018

- Acted as a liaison between customers, shipping lines, customs, and pertinent agents

Education	Bachelor of Science in Computer Engineering - Prince Mohammad Bin Fahd University – Al-Khobar, Kingdom of Saudi Arabia <i>Date of graduation: 2015</i> <u>Technical Skills and Courses:</u> AutoCAD, Dreamweaver, Photoshop, Unreal Engine, Oracle, CollbNet Subversion Edge, C++, Redmine, WebQuest, Windows Movie Maker, MATLAB, Microsoft Windows
Soft Skills	Teamwork, Adaptability, Critical Thinking, Time Management, Self-motivation
Professional Experience	▪ Internship Course - <i>YOKOGAWA Saudi Arabia (10/2014 – 12/2014)</i> Trainee Operator in Software Configuration using Yokogawa software program ▪ Part-Time Job - <i>Prince Muhammad Bin Fahad University (02/2011 – 05/2011)</i> In the role of Assistant at the Day Care Center, I maintained vigilant supervision over children, provided nourishing meals, and engaged in recreational activities with them.
Daily Life Courses	▪ Monthly Gatherings to discuss general subjects <i>(08/2019) Hikayat Qamar Center in Qatif</i> ▪ The Basics of Montessori Classes <i>(07/2019) Montessori Center in Qatif</i> ▪ 3D printer Course <i>(04/2017) King Fahd University of Petroleum and Minerals in Dhahran</i> ▪ How to Achieve Smart Goals <i>(07/2017) Future Flowers Center in Qatif</i> ▪ CPR Certification <i>(06/2016) Human Life Group in Qatif</i> ▪ Personal Patterns with Children and How to Handle Them <i>(03/2016) Alrowad Cultural Group</i> Gain Your Job Workshop <i>(08/2015) Qatif Charity</i>
Personal Projects	▪ Taught electronics courses for kids <i>(2017)</i> ▪ Taught English courses for kids <i>(2015)</i>
Volunteering	▪ Participant in MUSTAQBALI Program for academic discipline exposure <i>(05/2017)</i>