

Dear Sir,

It is with great interest that I am forwarding my CV/Resume for your consideration.

My record of academic achievements and professional career history demonstrates attributes that make me a valuable employee. My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration.

Regards

Hisham Yahia Satti.

HISHAM YAHIA SATTI

Mobile. No: +966 559221384

E-mail: hushamsati@gmail.com

PROFESSIONAL EXPERIENCE

Organization : AL Masaood Oil & Gas

Position: Purchasing Officer

Duration: September 2024 – Up to date

Organization : Gulf Income Trading Company

Position: Supply Chain and Logistic Officer

Duration: September 2022 – September 2024

Organization : Khusheim for Industrial equipment Company

Position: Logistic Specialist and Expeditor.

Duration: Dec 2019 – August 2021

Organization : Saudi Rama Urban Development Co.

Position: Purchase Coordinator

Duration: Nov 2013 – Nov-2016.

Position: Purchase Supervisor

Duration: Nov-2016 –Nov 2019.

JOB RESPONSIBILITIES

1. Expediting:

- Coordinate with suppliers and diligently follow up to ensure timely delivery of goods.

2. Shipment Tracking and Documentation:

- Monitor shipments in transit, liaising closely with brokers to ensure all necessary documentation is in order.
- Track shipments until they reach our warehouse, proactively addressing any delays or issues that may arise.

3. Warehouse Operations:

- Generate Goods Issuance Note (GIN) numbers and accurately input product information into our systems.
- Conduct monthly inventory and stock checks.
- Manage inventory records for all warehouses.
- Oversee the creation and processing of GINs for outbound shipments, maintaining meticulous records throughout.

4. Payment Management:

- Develop and maintain payment schedules for suppliers and operational expenses, ensuring timely disbursement based on agreed payment terms and shipment arrival tracking records.
- Collaborate closely with the accounting team, submitting necessary documentation for supplier payments and customs clearance.

5. Regulatory Compliance:

- Arrange and manage appointments for regulatory procedures such as FASAH, PERMIT, and SABER, ensuring full compliance at all times.
- Maintain up-to-date records and documentation to facilitate smooth regulatory processes.

6. Administrative Duties:

- Handle all administrative tasks related to licensing requirements and compliance documentation for the company, including warehouses, transportation fleet, and company vehicles.

- Manage and address office maintenance requirements to ensure a conducive working environment.

7. **Broker Authorization and Maintenance:**

- Facilitate the authorization process for brokers, ensuring all necessary documentation is complete and accurate.

- Maintain regular communication with brokers to address any queries or concerns, fostering positive working relationships.

8. **Customs Clearance:**

- Collaborate with customs clearance agents at both land borders and sea ports to ensure the prompt clearance of shipments, proactively ensuring compliance with all necessary documentation.

- Visit clearing agent yards for container inspections and arrange transportation to other regions of KSA or route to warehouses after de-stuffing or as is.

9. **Sample Dispatches:**

- Arrange for sample dispatches via courier (DHL, etc.).

10. **Driver Coordination:**

- Coordinate with inbound truck/tanker drivers and route them to customer sites or warehouse sites as required.

11. **Vehicle Maintenance and Documentation:**

- Liaise with the HR & Admin Department to ensure company vehicle maintenance records are up-to-date.

- Ensure traffic regulatory documents, such as vehicle registrations and insurance, are valid and renewed in a timely manner.

EDUCATION

- Ardowan Basic School (1996)
- Farraig High Secondary School (1996 – 1999)
- Nile Valley University (2001-2005)
- 4. Juba University (2005-2010)

PROFESSIONAL SKILLS AND COMPETENCIES

- **ERP** system
- MS Office
- Knowledge of **shipping and receiving** of the material
- **Time management** to reach targets
- Excellent **partnering skills** and a **team player**.
- **SABER** for regulated and non-regulated goods

PERSONAL CAPABILITY & STRENGTH

- Ability to work within a team professionally and personally
- Establishes harmonious working relationships with team members.
- Possess a positive, can-do attitude.
- Ability to lead a team with confidence and understanding.
- Ability to take onboard constructive criticism.

- Ability to listen and understand other needs.

PERSONAL DETAILS

NAME	:	HISHAM YAHIA SATTI
FATHER NAME	:	YAHIA SATTI
GENDER	:	Male
AGE	:	40 years.
RELIGION	:	Islam.
NATIONALITY	:	Sudanese.
LANGUAGES KNOWN	:	English & Arabic
MARITAL STATUS	:	Married.
ADDRESS	:	Adama, Dammam.
E-mail ID	:	hushamsatti@gmail.com

Declaration:

❖ In view of the above, I request your good selves to provide me an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness I shall be very thankful to you.

❖ I hereby declare that the above facts, information provided by me is true to the best of my knowledge and belief

Date: 11/07/2024

Current place: Dammam

Hisham Yahia Satti