

SARAH SAAD ALBEDAIWI

Dammam, Saudi Arabia | Phone: 966504630147 | Email: ssbedaiwi77@gmail.com
LinkedIn: www.linkedin.com/in/sara-albedaiwi-7766sb

PROFESSIONAL SUMMARY

Finance diploma holder with 5+ years' experience in customs clearance and customer service. I am skilled in compliance, documentation, and cross-team collaboration. Adaptable, meticulous, and growth driven.

WORK EXPERIENCE

Clearance Broker FedEx EXPRESS | Dammam KFIA

March 2025 - May 2025

Coordinated time-sensitive customs clearance for international shipments. Reduced clearance time by 15% through real-time data integration. Ensured compliance with regulatory entities and documentation accuracy.

April 2021 - April 2024

Customs Clearance Specialist SAB EXPRESS | Dammam KFIA

Managed customs entries in FASAH; assigned HS codes and calculated duties. Resolved 10+ complex SFDA/SABER approval issues monthly, consulting with regulatory bodies and clients to ensure compliance, minimizing clearance delays and maintaining client satisfaction. Produced clearance reports and enhanced procedural workflows.

February 2018 - August 2020

Customer Service Representative Zamil AC Co | Dammam

Addressed customer inquiries across various channels and customer Relationship Management (CRM) Logged complaints and supported service quality improvements.

Human Resources Co-op Trainee Saudi Aramco | Dharan

Summer Training August 2016

Created and maintained a digital repository of HR documentation, including onboarding materials and policy updates, reducing employee access time by 75% and improving document control. Centralized applicant tracking system, consolidating 500+ records, and enabling faster retrieval of candidate data, which improved recruitment efficiency by 15% and reduced time-to-hire.

SKILLS

Technical Skills

- Customs & Regulatory Compliance (FASAH, SFDA, SABER, ZATCA Systems)
- Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)

Soft Skills

- Customer Service , Client Relations ,Teamwork & Cross-Department Collaboration
- Problem Solving ,Time Management , Prioritization & Adaptability

EDUCATION

Diploma in Finance | August 2013 - July 2017 Imam Abdulrahman Bin Faisal University – Community College, Dammam GPA: 3.5 to 5.00

LANGUAGES

Arabic – Native, Full Professional Proficiency
English – Proficient, Working Proficiency