

SHAHAD ALWABEL

+966 590700763 | shahadalwabel@gmail.com
[linkedin.com/in/shahad-alwabel-6a18641ba](https://www.linkedin.com/in/shahad-alwabel-6a18641ba)

Professional Summary:

Results-driven Supply Chain and Logistics Specialist with 3+ years of experience in import operations, shipment coordination, and documentation compliance. Demonstrated ability to support cross-functional teams, optimize logistics processes, and maintain effective communication with stakeholders. Seeking to expand expertise in broader supply chain functions including procurement, vendor management, and operational planning. Recognized for performance excellence and a strong commitment to continuous improvement.

Professional Experience:

Import Documentation Officer | MSC Shipping Company | Dammam | November 2021 – September 2024

- Managed end-to-end import documentation in compliance with customs regulations.
- Coordinated with freight forwarders, suppliers, and internal teams to ensure timely shipment delivery.
- Supported procurement and warehouse teams by maintaining accurate records of inbound shipments.
- Implemented process improvements to reduce delays and streamline communication workflows.
- Led the “MSC Bridge” project to enhance client experience and trained employees on the new platform.

Achievements:

- Recognized for Best Performance at EYC 2023.
- Honored as Best Dedicated Employee at EYC 2023.

Education:

Bachelor's Degree in Computer Information Systems

Imam Abdulrahman Bin Faisal University – Dammam, Saudi Arabia | 2021

Professional Training:

Patent & Technology Transfer Office – Imam Abdulrahman Bin Faisal University

June – September 2020

- Developed a database-driven system to streamline management of university-created inventions.
- Supported automation of the office's patent tracking process.

Volunteering:

Data Entry & Event Organizer | Eithar Association | Dammam

- Promoted awareness for blood donation campaigns.
- Engaged with visitors and encouraged blood donations.
- Organized events and managed donor records efficiently.

Skills:

- Inbound logistics coordination
- Supplier and vendor communication
- Procurement support
- ERP & shipment platforms
- KPI monitoring & reporting
- Time and task management