

Jabr Almarri

Date of Birth: April 20, 1982

Nationality: Saudi

Education

- | | | |
|---|----------------------------------|------------------------------|
| 2007–2010 | Portland State University | Portland, OR (US) |
| <ul style="list-style-type: none">• Bachelor of Science In Geography with emphasis in (GIS) Geographic Information Systems | | |
| 2003–2005 | Grays Harbor College | Aberdeen, WA (US) |
| <ul style="list-style-type: none">• A.S. Degree (Associate in Science) with Geographic Information Systems Certification• Honor Roll Winter 2005• Member of Phi Theta Kappa | | |
| 2002-2003 | Aramco Learning Center | Dhahran, Saudi Arabia |
| <ul style="list-style-type: none">• English Basics• Typing• Office 2000 | | |
| 1999-2002 | The Future High School | Khafji, Saudi Arabia |
| <ul style="list-style-type: none">• High School Diploma• Member of high school Soccer Team | | |

Experience

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| Nov 22, 2020 - to present | Alrushaid Trading |
| Logistics Specialist | |
| <ul style="list-style-type: none">• Handling customs clearance and resolving issues for import, export, and re-export.• Using FASAH for all kind of custom clearance services.• Handling technical details relating to possibly international transportation, such as customs regulations and any necessary documentation.• Making SABER exemption, shipment declaration, and everything that have to be made through SABER.• Supporting the expeditor team and monitoring their work through ERP and customer portals. | |
| June 4, 2014 – to Sept 31, 2017 | Polysilicon Technology Company (PTC) |
| Logistics Section Head | |
| <ul style="list-style-type: none">• Handling customs clearance and resolving issues for import, export, and re-export.• Handling technical details relating to possibly international transportation, such as customs regulations and any necessary documentation.• Applying for custom duty free exemption through MCI for row materials and spare parts.• Applying for chemical import permits trough MCI, SFDA, MOI, and PME.• Handling very much everything that belongs to customs & logistics.• (Project Coordinator) Supporting PTC project team in: STC, SEC, RC, Aramco, and Marafiq.• Directing inventory control, material procurement, storage management, and site management.• Maintaining inventory levels.• Working with consultants to source suppliers and vendors; secured competitive pricing on inventory and raw materials. | |

- Communicating with accounting and finance departments to obtain payment approval.

2012- Jun 3, 2014

KCC Engineering & Construction

HR & GR Relations Manager

HR Activities:

- Develop adequate policies and processes for the Human Resources & Administration function to maintain efficient operational excellence.
- Maintain and update all employees' records and files (including personnel forms and files, Leaves, Absences forms and files, compensation data references) and keep all HR & Administration records and employee files regularly updated.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Review and advice on all performance management activities including performance planning and monitoring end of year performance assessment and performance development.

GR Activities:

- Lead Government Relations Department activities
- Provide consultancy to clients
- Familiar with the process and requirements of all Government formalities related to human resources.
- Registering the Company with various Govt. Departments (Labour office, Passport office, GOSI)
- Obtain Work Visas
- Process Business visit and work visit visa
- Process Work permit and Residence Permit (Iqama)
- Renewal of work permits and iqamas
- Process Multiple and Single Exit Re-entry Visas
- Commercial Registration renewal
- Obtain / renew Municipality License
- Process Dependents' Resident visas / visit visas
- Responsible for all tasks related to Government Authorities; including but not limited to the following
 - o Labour Ministry
 - o Municipality
 - o Ministry of Foreign Affairs
 - o Recruitment office (Istiqdam)
 - o Chamber of Commerce
 - o Passport Office
 - o GOSI

2011-2012

Branch of Sinopec

Jubail Industrial, Saudi Arabia

Project Engineer (Linking Jubail industrial area to Jubail commercial port - 092-C43 project)

- Assisting in the analysis of reports, maps, and drawings.

- Assisting in client contact and communication pertaining to specific projects.
- Assisting in the preparation of engineering project proposals
- Directing and supervising other engineering activities.
- Participating in contractor meetings and resolving engineering and management project issues.
- Representing Sinopec at government departments and private companies.

2005-2007 Saudi Aramco Company Dhahran, Saudi Arabia

- Digitizing old surveys and documenting in database, updating SQL databases, data cleanup and entry of survey information, documenting procedures, updating department website.

Summer 2005 Cartomation, Inc. Ocean Park, WA
Internship - Cartographer

- Assisted owner of map-making company using ArcMap and ArcView to update and record map information, converting and cleaning up old surveys file formats using PDF and Photoshop.

2002-2003 Saudi Aramco Company Dhahran, Saudi Arabia
Cartographer Training

- Company-sponsored training for Geographic Information Systems.

Computer Skills

Geographic Information Systems

- ArcMap, ArcView, ArcInfo, Arcobject, Idrisi, Autocad, and Micorstation
- AML

Other Programs

- SQL (building and linking tables, updating database, work from command prompt)
- Microsoft office
- Visual Basic (some)
- SAP
- ERP

Languages

- Arabic (fluent)
- English (fluent)

Contact Info

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- Email address: almarri.jabr@gmail.com