

Murtada Ali Al Mansour

Logistics & Customs Coordinator

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Location: Saudi Arabia
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Professional Summary

I am an experienced administrative professional with over 20 years of expertise in government relations, logistics coordination, and public relations. I have a proven track record of managing import/export operations, handling company transactions with government agencies, and ensuring compliance with customs and labor regulations. I am skilled in optimizing processes, maintaining accurate documentation, and fostering relationships with both internal and external stakeholders. I am proficient in using various software tools, including MS Office and government platforms, to streamline operations. I am known for my strong teamwork, communication, and adaptability in dynamic work environments.

Experiences

Logistics & Customs Coordinator

(Feb 2013 – Present)

Masheed Trading & Transport Company

- Verified and submitted all required documentation for customs clearance processes.
- Coordinated with logistics providers, shipping lines, and customs agencies for smooth operations.
- Ensured compliance with customs regulations and company policies for import/export shipments.
- Reviewed clearance and transportation costs, optimizing company expenditures.

Government Relations Administrator

(Feb 2009 – Present)

Al Khobar Enterprise Development Company

- Processed work permits, visas, and other government-related transactions for employees.
- Managed relationships with government agencies and ensured compliance with regulations.
- Prepared and maintained records for the labor office, Chamber of Commerce, and other authorities.
- Handled passport renewals, residency permits, and exit/reentry visa requests.

Administrator

(Aug 2008 – Jan 2009)

Gulf Wara Construction

- Monitored production processes to ensure compliance with quality standards.
- Conducted regular inspections to identify and resolve manufacturing defects.
- Collaborated with the production team to optimize efficiency.
- Ensured adherence to hygiene and safety protocols within the facility.

Export & Import Officer

(Jan 2007 – Jul 2009)

Saudi Marketing Company (Farm)

- Oversaw all import and export documentation processes.
- Coordinated with shipping lines, freight forwarders, and customs brokers.
- Monitored shipment schedules and resolved delays efficiently.
- Maintained accurate records of transactions and shipments.

Administrator

(Apr 2001 – Dec 2006)

Ibrahim Al Jaffali & Brothers Real Estate

- Supported property management operations, including lease agreements and tenant communications.
- Prepared and maintained financial and administrative reports.
- Coordinated with maintenance teams to ensure property upkeep.
- Managed office supplies and ensured smooth daily operations.

Education

Diploma in Computer Programs

- Al Bassam Institutes — Graduated 2005

Skills

Advanced:

- | | | |
|------------------------|-----------------------------|----------------------|
| • Government Relations | • Document Management | • Risk Management |
| • logistics operations | • Supply Chain Coordination | • Leadership |
| • Staff Coordination | • Administrative | • Management Skills |
| • Logistics | • Office Management | • Strategic Planning |

Awards Received

- English Language Courses (Basic to Fourth Level)
- October 2004 – November 2005, Al-Bassam Institutes
- General Applications: MS Word, Excel, Outlook, PowerPoint, Photoshop
- Government Websites: GOSI Online, SAGIA, Human Resources Development Fund, Passports Office Services

Languages

- Arabic: (Native)
- English: (Advanced)

References

Available upon request.