

Mohammed Alanazi, Logistics & Sales Support Officer

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Date of birth 30-01-1980 Nationality Saudi Arabian

Summary

Seeking a challenging position in a progressive organization with an aim to contribute positively towards the objectives of the organization to the best of my capabilities and to develop my professional skills with constant learning

Work Experience

- | | | |
|---------------------|--|-----------|
| Oct 2023 - Present | Logistics & Sales Support Officer, Rawabi Holding | Al Khobar |
| Jun 2020 - Oct 2023 | Logistics & Sales Support Coordinator , Rawabi Holding | Al Khobar |
| | <ul style="list-style-type: none">• CR Updating and Licenses Needed for Importing prodInitiating• Purchase Orders related to services and assets.• Creating Landed Cost for Shipments.• Reviewing the shipping documents to comply with the PO and Customs Clearance Requirements.• Experienced in SABER Platform and been applying for products since June 2020 - Present.• Creating and Requesting opening of Letter of Credits favoring the suppliers.• Customs Clearance and Applying for chemical Permits. | |
| Nov 2015 - Apr 2019 | Contracting, Electronic spark trading Est | Dammam |
| | <ul style="list-style-type: none">• Leading Role in Department of Specializing in Recruitment and Manpower Services, specialized Technical Services and Project Management Consultancy. | |
| Jan 2012 - Sep 2013 | Contracting , USTORAH Company | Alkhobar |
| | <ul style="list-style-type: none">• Understanding current and potential customers• Developing guidelines• Developing the contracting plan• Making customer focused decision | |
| Sep 1999 - Mar 2012 | Operation , Saudi Electrical Company | Al Khobar |
| | <ul style="list-style-type: none">• Researching and reporting on external opportunities and Developing the marketing plan• Understanding current and potential customers• Developing Market Strategy to increase in sale• Relationship building with customer and successful conclusion• Prepare Daily, weekly and monthly sale report and Making a customer-focused decision• Control a variety of power-generation equipment and machinery during normal operation• Monitor meters, gauges and control boards to verify operational parameters• Working with a variety of technicians.• Oversee machinery indicators to determine the existence of malfunctions• Maintaining electrical equipment | |

Education

May 2015 - May 2019 Bachelors of Business Administration, University of Imam Abdulrahman Bin Faisal (Marks : 3.46/5)

Sep 1999 - Sep 2001 Diploma , Saudi Electricity Company Training Institute (Remark : 4.12)

Skills			
Speak English fluently ,Reading and Write	Expert	Computer proficiency and the Internet	Expert
Sincerity & Ability to handle work stress	Expert	Public relations	Expert
Excellent writing of all Arabic fonts in good handwriting	Expert	Respect all labor laws and regulations	Expert
Strong Communication skill	Expert	MS Proficient	Expert

Languages	
English	Fluent

Courses	
Jun 2022 - Jan 2022	Personal Professionallism, Procloud