

Adam H Alhabeb
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Education

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- *Lawrence Technological University, Southfield, MI, USA*
 - Bachelor of Science in Mechanical & Manufactory Engineering Technology Dec, 2017

Skills

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- Familiar with government websites such as (Fasah, Zawil, Qiwa, Mudad, Muqem, Gosi, Balady, and Salama)
 - Microsoft Word, Excel and PowerPoint
 - Communication
 - Teamwork

Experience

Oriental Commercial and Shipping Co, KSA, Dammam 2018 - 2024
Shipping Department

- Boarding Agent for Ships – Container & General Cargo.
- Liaison for customs & coast guard, logistics for Dammam, Jubail, Rastanura & Ras Al Khair port.
- Documentations related to crew repatriation – Sign On / Sign Off / Medical Assistance.
- Government Departments Representative
- Purchase & office supply.
- Supervising office building maintenance & providing technical assistance.

Globe Marine Services Co, KSA, Dammam 2008 - 2010
Shipping Product Supervisor

- Supervised 10 employees in shipping departments.
- Reviewed all governmental documentation for final approval.
- Communicated with other governmental affairs for imported and exported goods.

Globe Marine Services Co, KSA, Dammam 2003 - 2007
Operation Data Entry

- Handled data entry activities for oversea arrived ships.
- Created records for arrived shipments and send them to boarder custom.

Globe Marine Services Co, KSA, Dammam 2001 - 2003
Cashier,

- Worked as cashier and handled all income and outcome cashing.
- Acted as audit for all received cash with invoicing documentation.

Community Services

- Worked as volunteer mechanics for 250 Hours for World Medical Relief in Southfield, MI.

Achievements

- 30 Hours OSHA Certification in General Safety Precaution.