

Curriculum Vitae

Personal Information:

Name: Mehdi Saleem
Father Name: Mohammad Saleem
Nationality: Pakistani
Date of Birth: 21.12.1981
Marital Status: Married
Contact No: 056-9627148
Email: mehdi.saleem.1@gmail.com
License: Having Valid Saudi Driving License upto 23.10.2029
Experience: 23 Years in KSA

Objective: To work for an exemplary process in an organization where I can work honestly towards accomplishing the organizational goals and objectives by rendering my skills and talents for the growth of the organization as I have done till now, and in the process gaining by something new from my experience in the organization.

Education:

- Secondary School Certificate from Harvard Foundation School Gujrat.
- FA from Govt. Zamindar Degree College Gujrat.
- BA from University of Punjab Lahore.

Computer Skills:

- Diploma of (CCA) covering all office softwares such as.
- MS Dos (Disk Operating System)
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Windows

Work Experience In Saudi Arabia

Company Name: Kalada Chemical LLC
Position: Sales & Logistics Manager
Duration: From January 2017 onwards

Responsibilities:

- Marketing of our product to generate new client in the market.
- Follow up new orders from existing clients.
- Update on status of existing orders.
- Handling RFQ's from clients.
- Preparation of Commercial / Technical Proposal.
- Issuance of Purchase Orders / Sales Invoices.
- Follow on payments.
- Handling import shipments from all over the world.
- Custom Clearance (Coordination with broker, arranging DO's etc)
- Checking all document relates to import the product such as (CI, PL, COO, Insurance) and advise if need to amend anything.
- Arranging delivery of shipments to the clients (Sabic, Aramco, Yasref etc)
- Arranging gate pass for deliveries.
- Arranging Trucks / Dyna with competitive rates.
- Supervision of loading & unloading the material.
- Issuance of Delivery Notes, Sales Invoices, Purchase Order.
- Maintain record of all import shipments & Delivery to clients.
- Handling export activity of spent catalyst from Saudi Aramco, Sabic.
- Supervision of Warehouse.
- Coordination with suppliers & clients.
- Meeting with the clients for future orders and update on currents shipment with them if any.

Services during Precious Metal Recovery projects at Satorp, Sipchem, Yasref, Natpet, Sasref**Site Visit to check following details.**

- Number of Drums / Quantity
- Condition of Drums / Pallets
- Check Size of Pallets / Drums
- Inspection of loading place to arrange exact manpower & equipment
- Meeting with the government relation officials in order to be aligned for issuance of export documents / broker authorizations etc

Responsibility prior to start.

- Arrangement of onsite contractor
- Arrangement of Forklift at site
- Booking of containers with freight forwarders
- Arrangement of gate passes for vehicles to collect catalyst from sites
- Arrangement of Labels to stick on each drum
- Arrangement of equipment (straps / strapping machines / weighing machine / tapes etc)

Onsite Activities.

- Sealing the drums properly
- Labeling of each drum
- Remove existing labels on drums
- Replace weak pallets with good pallets (pallet size should max (15 cm x 15 cm)
- Changing of drums from 4 drums to 3 drums / pallets as per stuffing requirements
- Weighing of each pallet
- Stuffing of catalyst in containers on site
- Making shipping documents (Commercial Invoice / Packing List)
- Follow up with broker for export of shipment

Update customers on shipment after vessel departure

Company Name: **Bitumat Company Ltd**

Position: Export Logistic Incharge / Export Coordinator

Duration: From September 2003 upto 2016

Responsibilities:

- Preparing daily dispatch planning after receiving list of available material for dispatch from planning department.
- Computation of daily sales as per the daily planning.
- Arranging of trucks for loading for Gulf countries by road.
- Arranging of containers for loading International dispatches by sea.
- Preparing all necessary documents required for road and sea transport such as Commercial Invoice, Packing & Certificate of Origin for all shipments.
- Coordinating with inspection companies (SGS, Intertek, Bureau Veritas) to conduct inspection of good prior to loading as it is mandatory for few importing countries.
- Arranging fumigation after loading the materials.
- Sending dispatch details to respective clients after loading.
- Updating pending order list.
- Submitting the documents to bank after receiving original Bill of Lading from Shipping Line.
- Issuing Proforma Invoice based on orders.
- Making weekly material requirements.
- Making receipts after getting the payment through LC, TT or cash.
- Making Collection Status and sending to finance department.
- Making Sales reports.
- Making all bill from transport companies.
- Arranging promotion items for export clients.
- Verifying all received LC's and cross check the mentioned terms to be as per standards. Any discrepancy in the LC to be notified to the client for amendment.
- Checking and answering all inquiries and mails on daily basis.

Company Name: Omar Ali Babtein & Bros Co (ALOMBA)

Position: Sales Executive

Duration: From March 2000 upto August 2003

Responsibilities:

- Responsible for Sales in Eastern Region.
- Making Quotations.
- Answering all inquiries from Aramco, Sceco, Tamimi.
- Responsible for loading the material from warehouse to Aramco site on daily basis.
- Ordering the needful material from USA, Italy, Germany, India, Taiwan etc.
- Responsible for inventory of store & Warehouse.
- Collection of cheque from the clients.
- Market visit on daily basis.
- Assigning labour for material unloading from containers.

For further information, please contact me on above given number.