

HUSSAIN SALMAN ALTALALWAH

CONTACT

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OBJECTIVE:

Acquiring a challenging position in a highly professional and competitive company offering opportunities for growth and career advancement, where I can utilize the potential, interpersonal, and communication skills I obtained in fields of administrative, customer services, sales and logistics.

EDUCATION

[College Name]

Technical College (IT) Diploma. 2.5 years

[GPA: 3.5 of 5]

WORK EXPERIENCE

From 2016 To 2018:

(Administration Assistant)
At National Gas Company:

To be the first point of contact for the residents for any incoming inquiries so that they are transferred to administration.

To enter the billing data in the restrictions program accurately and immediately after the financial operations.

Receiving and registration documents in the organization system.

Requires an understanding of the contact of the managers job and method of operation as well as.

Ability to manage multiple tasks and priorities.

Excellent project management skills and ability to multi-task.

January - 2019 To PRESENT

(CUSTOMER SERVICE SPECIALIST)

At DSV GLOBAL TRANSPORT AND LOGISTICS:

- ☐ Supply Chain – Freight Forwarding Export /Import.
- ☐ Using CargoWise System & SAP System to billing, data quality and revision documents.
- ☐ Direct communication by E-mail and phone calls with customers, suppliers, and broker to assure all required shipping documents is shared and provided to have smooth operation for Ocean & Air shipments.
- ☐ Follow up with broker and transporter to meet the clearance and the delivery KPI and highlighted to the customer if any deviation.
- ☐ Complete shipping documentation, such as bills of lading, packing lists, and certificates of origin. Making sure Saber certificate and permits are requested and applied if required.
- ☐ sending pre-alerts for upcoming cargos to clearance team in a daily basis for fast pull out and clearance.
- ☐ Updating and Entering Purchase orders with their related documents in the system to ensure data accuracy for CFR shipment, and EXW shipments.
- ☐ Make arrangements with customs brokers to facilitate the passage of goods through customs and arrange the transportations.
- ☐ Managing urgent and critical shipments by confirming the actual arrival time with shipping lines for on time delivery with no delay.
- ☐ Creating daily report for upcoming shipments with all data (ATA / ETA / Number of containers / Material description / Bill of Lading) for fast access.
- ☐ updating the accruals and WIP in the system for each shipment, including delivery orders, detention, shipping line, clearance, and transportation invoices.

Document Controller:

- ☒ working on the construction department document control system using the established.
- ☒ Extensive knowledge of document control database system.
- ☒ Extensive management, communication, organization and interpersonal skills.

Custom Clearance Specialist:

- ☒ working SABER system, taking full responsibility to issue certificate of conformity and shipment certificate.
- ☒ Registering a new customs broker into FASAH system.
- ☒ prepare customs duty exemption report.

Skills:

- Ability to Work in a Team Structure.
- Ability to Obtain and Process Information.
- Ability to Verbally Communicate with Others Inside and Outside the Organization.
- Organize, independent, and able to adapt changing priorities and maintain a positive attitude and strong ethics.