

Tamer Altelbani

Details

Alrawdah district
Dammam
Saudi Arabia
0581714946
altelbany75@gmail.com

Skills

- Logistics & Supply Chain Management
- Team Leadership & Staff Supervision
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Customer Service Excellence
- Communication & Negotiation
- Documentation & Compliance (FASAH, SABER)
- Freight Forwarding & International Shipping

Languages

English: Very Good (Reading, Writing, Speaking)
Arabic: Native

Profile

Dedicated and results-driven logistics professional with over 13 years of experience in supply chain operations, logistics coordination, customer service, and team leadership. Proven ability to manage complex international and local logistics processes, ensure compliance with customs regulations, and drive operational efficiency. Eager to contribute to a dynamic team and take on new challenges to enhance my skills and add value to the organization.

Employment History

Senior Logistics Coordinator, Almulhem Petroleum Services Co., Dammam

OCTOBER 2024 — PRESENT

- Oversee logistics operations including international shipping through Air/ Sea freight services, customs clearance, and local B2B distribution through land freight service.
- Manage FASAH and SABER certification processes for imported goods.
- Maintain accurate documentation and ensure on-time and secure delivery of all shipments.
- Foster strong relationships with freight forwarders, customs brokers, and transportation providers.
- Implement cost-effective logistics strategies without compromising quality.

Logistics Coordinator, Aramex Saudi Limited, Dammam

NOVEMBER 2022 — SEPTEMBER 2024

- Coordinated pick-up and delivery services (land freight) from KFIA with local transportation companies.
- Negotiated shipping contracts and rates with vendors and carriers.
- Monitor shipments to ensure on-time delivery and troubleshoot any issues (e.g., delays, lost items).
- Utilized effective communication skills for cross-functional coordination.
- Ensure compliance with local, national, and international transport regulations.

Logistics Supervisor – Oil & Gas Projects, Aramex Saudi Limited, Dammam

JANUARY 2017 — OCTOBER 2022

- Led warehouse team to manage inbound and outbound logistics.
- Oversaw inventory control and coordinated with customers for order fulfillment.
- Check delivery documents and perform visual and dimensional inspections.
- Conduct identification, tagging, and recording of materials.
- Coordinate with vendors on discrepancies or non-conforming items.
- Maintain detailed inspection reports and tracking records.
- Support warehouse storage practices and preservation.

Senior Customer Service Supervisor, Aramex Saudi Limited, Dammam

JUNE 2011 — DECEMBER 2016

- Supervised customer service operations related to express shipping and customs.
- Maintained client accounts and solved complex logistics issues.
- Ensured customer satisfaction through timely communication and problem resolution.
- Managed CRM records and coordinated with internal departments.

Education

Bachelor’s Degree in Marketing, Applied Science University (A.S.U), Amman