

Curriculum Vitae

Its an honor for me to introduce this C.V. with my personal information to apply to work in your group as an employee contributing in the development of this corporation.

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OBJECTIVE

Work in a challenging environment in a business company or organization in the Logistics field where I can utilize my capabilities to advance in my career.

I am self-motivated, ambitious and eager to learn. I am a responsible individual with strong communication skills and work ethics besides being creative, focused and highly determined. I am willing to take responsibility and work independently. At the same time, I can work well in teams.

Looking for both personal and professional growth makes me capable of working confidently under pressure. Being bilingual gives me the chance to function efficiently in both English and Arabic. My background and growing up experience has given me a deep insight in the culture and society together with a wider scope in the *world of business*.

Seeking a managerial position in your esteemed organization where my experience and academic study would be utilized and the company's success would be enhanced.

PERSONAL INFORMATION

- Nationality : Egyptian
- Date of birth : 28th January, 1984
- Marital status : Married.
- Iqama: Transferable

EDUCATION

- University : Tanta university
- Faculty : Faculty of Literature
- Department : English.
- Year of Graduation :June 2006 .

EXPERIENCE

From May 2007 to May 2008



Company name: Gekat Ltd Co.

Job Title: Temporary import coordinator

Role and Responsibility:

Preparing the agreements between our company and the client and between our company and the supplier.

Preparing the machine's parts list and submitting to the customs port & Coordinating with them for approval

Preparing the shipping docs. For the machine by parts and sending to the supplier for legalization

Coordinating with the customs broker for releasing the machine

extending the period of the temporary import when required.

Preparing the shipping docs for re-exporting the meant machine upon completion of the job.

From July 2008 to April 2012



Company name : Namma Cargo services Co. (Exclusive Partner Agent of DHL global Forwarding)

Job Title: Customs clearance & chemical Permit Supervisor

Role and Responsibility:

Translating & H.S Encoding the imported shipments.

Preparing the Chemical permits applications according to the MSDS and submitting to MCI for approval.

Preparing the Duty Exemptions Lists (DEL) and uploading onto MCI website

Consultant for Saudi Saipem Co. for 1 Year

Responsible for Rigs temporary import

Consultant for Sadui Kayan Co. for 1 Year.

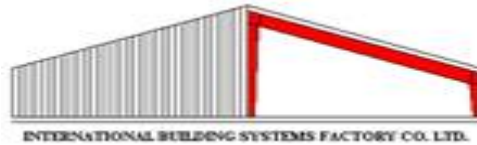
Preparing the duty exemptions lists (DEL) and chemical permits for the whole project.

Consultant for SATORP Co. for 1 Year

Responsible for preparing the import invoices and authoring the items description so that it can be Legalized by the supplier and sent back to me for customs clearance

Responsible for translating the MSDS for the chemical items, submit to MCI and following with them to get the approval.

From April 2012 March 2018



Company name: International building systems factory Co. (IBSF)

Job Title: Logistics Supervisor

❖ **Role and Responsibility:**

○ **Duty Exemptions**

- Modifying the items descriptions to be matching with the international Tariff code.
- Preparing the duty exemptions matching with the new descriptions
- Putting the approved item's description of the P.O to be duty exempted.
- Coordinating with shipping lines for packing and shipping for the EX Work Shipments

▪ **Import**

- Coordinating with the supplier for the readiness of materials
- Preparing the shipping docs based on our requirements and send to the vendor for legalizing.
- Coordinating with the shipping lines and freight forwarders for packing and collecting the materials
- Coordinating with the insurance companies.
- Preparing the customs formalities and coordinating with the broker for clearance and releasing without any penalties.
- Coordinating with the W/H to receive and store the materials or the spare parts.
- Coordinating with the customs to get the required certificates to claim the insurance if any damage or shortage occurred to the materials.

▪ **Export**

- Preparing the required shipping docs. (Certificate of origin – Commercial invoice)
- Coordinating with the shipping agent or the transporter to collect the materials
- Coordinating with the customs broker to receive the formalities and release the shipment
- Coordinating with the customer for receiving the materials.
- Handling all the local shipments (Inside KSA)

From March 2018 up to now



Company name: Aasia steel Factory Co. Ltd.

❖ **Role and Responsibility:**

○ **Duty Exemptions**

Modifying the items descriptions to be matching with the international Tariff code.
Preparing the duty exemptions matching with the new descriptions
Putting the approved item's description of the P.O to be duty exempted.
Coordinating with shipping lines for packing and shipping for the EX Work Shipments

▪ **Import**

Coordinating with the supplier for the readiness of materials
Preparing the shipping docs based on our requirements and send to the vendor for legalizing.
Coordinating with the shipping lines and freight forwarders for packing and collecting the materials
Preparing the customs formalities and coordinating with the broker for clearance and releasing without any penalties.
Coordinating with the W/H to receive and store the materials or the spare parts.
Coordinating with the customs to get the required certificates to claim the insurance if any damage or shortage occurred to the materials.
Chemical permit preparation for the restricted goods.

▪ **Export**

Preparing the required shipping docs. (Certificate of origin – Commercial invoice)
Coordinating with the shipping agent or the transporter to collect the materials
Coordinating with the customs broker to receive the formalities and release the shipment
Coordinating with the customer for receiving the materials.
Handling all the local shipments (Inside KSA)

COURSES

- Having an ICDL course
- Having ISO 9001 2008
- Attending Dammam Chamber of Commerce course for duty exemption

TRAINING

- Training for using the customs system and MCI website

LANGUAGES

- Arabic - Native language.
- English -fluent

COMPUTER SKILLS

- Very good knowledge of MS office(Word,Excel, PowerPoint)
- Very good knowledge of internet.
- Experienced of using Saudi customs and MCI system

MORE DETAILS

- Hard working, cooperative, energetic, punctual, accurate, friendly, self confident
- Pay attention to details
- Good communication skills dealing with customers, managers and subordinates
- Can work under pressure
- Good at cooperating with my partners
- Good at listening skills
- Objective
- Initiative
- Creative
- Flexible

References available upon request