

Mr. Sam Paul Mariadas

Import Specialist - AL Sadhan Group

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Address: Al Rabah Riyadh, Saudi Arabia - 11421

PERSONAL SUMMARY

Highly motivated and responsible Import Specialist with 20+ years of experience in various roles logistics, customs clearance, and telecommunications. Proven track record of managing import shipments, ensuring compliance with regulations, and optimizing processes.

MY STRENGTH

Responsible for managing Import containers from various countries, according to the standard requirements like Saber & SFDA to kingdom of Saudi Arabia.

20 + Years of extensive experience in the following fields.

1. Telecommunication Customer Service & Telecommunication Sales
2. Retail Business Support & Supply Chain
3. Logistics Service (Air Freight, Sea Freight & Road Freight)
4. KSA Customs – Requirements Saudi Market -Saber, SASO, SFDA.

Skills and Qualifications:

1. Knowledge of customs regulations and laws, Saber, SFDA, Fasah.
2. Import/export procedures and documentation, Logistics and transportation management
3. Analytical and problem-solving skills, Attention to detail and organizational skills
4. Communication and collaboration skills, Ability to work under pressure and meet deadlines
5. Ecrm, Lotus Notes, Elite Number Management System, Pcs, Retail Rpro
6. Microsoft outlook, MS Office, Symphony WMS, Mename,

BCS- Basic Computer Skills -2004

Agape Computer Center, Coimbatore, Tamil Nadu, India

Bachelor of Business Administration (Marketing Management) -2008

Tamil Nadu Open University, Chennai Tamil Nadu India

Professional Experience: 20 + Year

Company	COUNTRY	CITY	POSITION	PERIOD	EXPERIENCE
Al Sadhan Trading Company	Saudi Arabia	Riyadh	Import Specialist	Feb 2023 - Present	30 Months
Al Sadhan Trading Company	Saudi Arabia	Riyadh	WH Receiving Supervisor	Feb 2019 -Feb -2023	47 Months
International Specialized Stores Company (Brands Crocs, Hunkemoller, Nouba)	Saudi Arabia	Riyadh	Logistics Specialist	Feb 2013 – Jan 2019	71 Months
Sams Communication DSA Tata Teleservices Limited (Tata Docomo (Business)	India	Coimbatore	Channel Partner	June 2011 - Jan 2013	19 Months
Smart Telecom Direct Sales Team (Bharti Airtel Limited)	India	Coimbatore	Service Provisioning Executive	July 2007 - May 2011	47 Months
On Target Solution (Airtel DSA)	India	Coimbatore	Customer Relationship Executive	Oct 2006 - June 2007	9 Months
Anish Enterprises (DSA Airtel)	India	Coimbatore	Customer Relationship Executive	May 2004 – Sep 2006	28 Months

Company : Al Sadhan Group February 2023 – Present
Designation : Import Specialist
Reporting to : Department Head - Import
Location / Country : Riyadh Saudi Arabia

Job Involved

Freight & customs Clearance Paper Works for the ALSADHAN GROUP– SFDA, SABER, etc.

1. Coordinating import shipments and logistics, Private Label, Procurement, & Nonfood Shipment.
2. Classifying HS CODE and valuing imported goods for customs purposes, Saber, SFDA.
3. Follow-up SFDA items registration with the in-charge person to guarantee smooth clearance.
4. Communicating with foreign suppliers regarding cargo ready shipments details and timing.
5. Securing Proforma Invoice copy for image confirmation during duty tax inquiry.
6. Securing LC copy of the invoice for Finance detail payments and for Arabic Translation.
7. Forecasting incoming shipment report to Import buyers and Group Logistic for arriving containers in DC.
8. Preparing and processing import documents (e.g., commercial invoices, customs forms)
9. Managing relationships with freight forwarders, customs brokers, and suppliers
10. Coordinate with Shipment Clearance Agent to clear the Shipments.
11. Managing dispatch & receiving materials from warehouse to Stores
12. Ensuring accurate record-keeping and reporting.
13. Analyzing import data to optimize processes and reduce costs
14. Troubleshooting import-related issues and delays
15. Collaborating with internal teams (e.g., logistics, procurement, compliance, Internal Audit)
16. Ensuring compliance with customs regulations, laws, and tariffs
17. Staying up-to-date with changing regulations and laws

Freight Forwarders:

1. Negotiating and approving the best freight quotation from nominated freight.
2. Confirm container booking to nominated forwarder to foreign counterparts.
3. Ensure that information has been relayed and that SO has been released to shipper.
4. Secure confirmed vessel schedule.
5. Confirm Bill of Lading details (HBL & MBL) for correctness.
6. Daily monitoring of shipment from port of origin to port of destination.
7. Secure Freight Invoice upon arrival notice confirmation.
8. Secure MBL copy needed to claim DO from shipping line by broker.

Customs Dry Port:

1. Analyzing all shipment documents for correctness.
2. Ensure all needed certificates, Arabic translation are attached before submission to broker 7 days before ETA Dammam.
3. Ensure that all incoming products are registered in SABER and SFDA.
4. Making on-line pre-notification and submitting to brokers to begin SFDA inspection process.
5. Follow up full process of clearing and customs inspection until Sadad payment and schedule of delivery to warehouse.
6. Secure customs invoices/ freight invoices and other supporting documents needed for Landed Cost.
7. Investigate demurrage and detention issues to support claims and credit notes.
8. Follow up container with issues with laboratory issue and Taehoud ex. Items with correction, items for disposal (quality problems)

Company: : **Al Sadhan Group**- February 2019 – February 2023
Designation : Warehouse Receiving Supervisor
Reporting to : Warehouse Manager – Supply Chain
Location / Country : Riyadh **Saudi Arabia**

Job involved

1. **WH Receiving Operations:** Manage the receipt of goods, check deliveries, and ensure items are directed at the correct destinations. Verify shipment accuracy and quality, resolve discrepancies, and communicate with suppliers regarding shipment issues.
2. **Inventory Management:** Maintain accurate inventory records, implement inventory control procedures, and conduct regular audits to prevent shrinkage or overstock.
3. **Team Supervision and Development:** Manage and train receiving staff, schedule shifts, provide feedback, and address performance issues
4. **Safety and Compliance:** Develop and enforce safety protocols, conduct regular safety drills, and ensure all staff are trained in safety procedures.
5. **Reporting and Analysis:** Prepare and maintain detailed records and reports of receiving activities, including inventory levels, discrepancies, and damages.

Company : **International Specialized Stores Company February 2013 – February 2019**
(Retail, Reputed Brand Crocs, Hunkemoller, Nouba,etc)
Designation : Logistics Specialist
Reporting to : General Manager
Location / Country : Riyadh Saudi Arabia

Job involved

1. Responsible for Handling Import Shipments.
2. New article creation
3. Coordinate with Shipment Clearance Agent to clear the Shipments.
4. Coordinate with warehouse team for receptions & store delivery
5. Monitoring dispatch & receiving materials from warehouse to Stores
6. Receiving Invoices from Suppliers
7. Upload files to the inventory / Inventory Spot Checking in Stores

Business : **Sam's Communication DSA** June 2011 to February 2013
Associate with Tata Tele Services Limited (Tata Docomo)
Designation : Channel Partner
Reporting to : Sales Manager
Location / Country : Coimbatore / India

Job involved

1. Responsible for achieving targets through direct sales.
2. Increasing sales by developing and implementing effective marketing programs.
3. Supporting the entire sales team through some discussions and helping them close the order
4. Generating more enquiries and prospects through roaming and bringing in new customers
5. Responses to maintaining communication with customers & competitors to gain market information & establish plans to optimize the company's potential.
6. Identifying & exploring the new customers

Company : Smart Telecom July 2007 – May 2011 (Direct Sales Team - Bharti Airtel Ltd)
Designation : Service provisioning Executive
Reporting to : Customer Service Delivery (CSD Manager, Sales Manager, Channel Partner)
Location / Country : Coimbatore / India

Job involved

1. Activation, Allocation of Mobile Premium Numbers in postpaid.
2. Supervising the enrolled forms
3. Correction of the connections provided
4. Customer support
5. Backend support for sales team

Company : On Target Solutions September 2006 – July 2007 (Airtel Direct Sales Agency)
Designation : Service provisioning Executive
Reporting to : Customer Service Delivery CSD Manager, Sales Manager, Channel Partner)
Location / Country : Coimbatore / India

Job involved

1. Activation, Allocation of Mobile Premium Numbers in postpaid.
2. Supervising the enrolled forms, Correction of the connections provided
3. Customer support, Backend support for sales team

Company : Anish Enterprises May 2004 to Sep 2006 (Airtel Direct Sales Agency)
Designation : Customers Service Executive
Reporting to : Customer Service Delivery CSD Manager, Channel Manager)
Location / Country : Coimbatore / India

Job involved

1. Supervising the enrolled forms
2. Correction of the Postpaid connections provided
3. Customer support & Backend support for sales team

Honors & Recognition

1. Best Customer Service Executive Award 2006
Honored By **Zonal Sales Head Postpaid Mrs. Shalini Micheal (Bharti Airtel Limited)**
2. Best Customer Service Executive Award 2007
Honored by **Zonal Customer Service Delivery Head Mr.SankaraNarayan (Bharti Airtel Limited)**
3. Best Service Provisioning Executive Award 2009
Honored By **Zonal Bussiness Head Mr.Balakrishnan (Bharti Airtel Limited, Coimbatore, India)**
4. Best Sales Partner for the month of July Award 2011
Honored By **Zonal Postpaid Head Mr.Senthil Shanmugavel (Tata Tele services Limited, Coimbatore, India)**

References: Available upon request.

I hereby declare that the above furnished particulars are true to the best of my knowledge.

Place: Riyadh
Date: 21/08/2025

yours faithfully

(M. Sam Paul)