

Hakima H Almohammed Ali

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Objectives:

Seeking professional job with prospect of growth, career development and opportunities for utilizing my knowledge and potential capabilities to serve my country, contribute to my employer's productivity and improve the living standards of my family.

EDUCATION:

Master of Art an emphasis on Instructional Technology
Saginaw Valley State University • university Center, *Michigan*

May 2014

Bachelor of Arts in Arabic Language
King Faisal University • Dammam, Saudi Arabia

April 2010

EXPERIENCE:

Supply Chain Department, Logistic Coordinator

AFI Group

NOV 2021- NOW

Coordinating all on site aspects of the logistic customer delivery operations. In charge of making sure that, each stage of the distribution process is progressing on time, on budget and to the right quality standards.

- Following with supplier and forwarder to submit the documents and make sure everything in good order.
- Managing to ensure that shipment are efficiently moving and meeting the delivery commitment to client.
- DHL booking oversee / import and submit DHL invoice to account department.
- Submitting monthly import report to finance for all logistic payment.

Custom Clearance Department, Operation Assistant -Import

Logistics - Yusuf Bin Ahmed Kano

May 2019- Oct 2021

- Coordinate project operations in EP, Saudi Arabia as per the requirement of Customer.
- Make sure all Documents are to arrange Customs clearance prior to the arrival of cargo.
- Ensure that the delivery of each Project is fulfilled as per contractual and quality commitments.
- Ensure excellent communications including progress updated are maintained with clients.
- Arrange with customs brokers to facilitate the passage of goods through customs.
- Coordinate numerous shipping tasks to ensure rapid, accurate delivery of equipment, materials and resources.
- Initiated to develop weekly/Daily status reports for major clients enabling improved customer service with performance transparency.
- Reviewing shipping documents to ensure full compliance with local customs and international regulations.

Operations Executive Import

BAFCO INTERNATIONAL SHIPPING AND LOGISTICS CO. LTD.

January 2015- May 2019

- Routing order from commercial/ overseas agent.
- Opening job files. Check with consignee for cargo details exemption. Updating overseas agent for any specific request for consignee to receive booking confirmation.
- Loading confirmation. Follow up with agent for loading confirmation, B/L draft & commercial documents to take reconfirmation from consignee for the documents and update our agent to proceed or if any changes are required, it will be informed.
- Pre- alert with shipping documents to consignee.
- Update of job files.
- Follow up the arrival notification from shipping line and get confirmation of BL status (Express/SWB/ Original).
- Processing of delivery order.
- Collecting of delivery order.
- Release of delivery order / MBL.
- Forwarding agent invoice to accounts.
- Follow up detention invoice with shipping line.
- Forwarding detention invoice to account.
- Prepare detention invoice to customer.
- Closing of job file.
- Telemarketing.

CERTIFICATES & AWARDS:

- Certificate of Completion **Time management**

Lawrence Technological University, 2014

- Certificate of Completion **Characteristics of successful employees**

Lawrence Technological University, 2014

- Certificate of Completion **Advanced Human Recourses Strategies Methods**

Lawrence Technological University, 2013

- Certificate of Completion **Advanced Project Management Methods**

Lawrence Technological University, 2012

- **King Abdullah Scholarship Recipient** • Riyadh, Saudi Arabia

Issued by the Saudi Arabian Ministry of Higher Education, 2010

- Certificate of **English Language Proficiency** Broumana, Lebanon
- Completion of **intensive English language study**, 2009
- Certificate of **Photoshop Mastery** • Dammam, Saudi Arabia
- Completion of **Photoshop imagery software training**, 2008

SKILLS:

Fluent **in English**, including reading, writing and verbal communication

Fluent **in Arabic**, including Modern Standard Arabic, classical and colloquial

Proficient in all aspects of **Microsoft Office** (word, excel, outlook and Power Point) & **Photoshop**.