

Ali Eisa Al Khalifa

Personal Information

Marital Status : Single
Nationality : Saudi
Date of Birth : 28th May, 1994

Summary

Seeking a position in the administration field, where I utilize my skills and extensive experience to contribute to the company's profitability while facilitating personal and professional growth.

Experience

United Warehousing & Distribution Services (UWDS)

Al-Khobar, Saudi Arabia

March 2017-Sep 2021

Data Entry & Transport Coordinator

- Customer service & client satisfaction.
- Compares data with source documents, or re-enter data in verification format to detect errors.
- Compiles, sorts and verifies the accuracy of data before it is entered.
- Implementing customer relations policies.
- Review & check applications and supporting documents.
- Update the data into the system and delete it which is unnecessary files.
- Preparing sales orders and submitting to warehousing team for collection of items.
- Transportation Coordinator: Ensure clients receive supplies on time.
- Coordinate activities related to dispatching, routing, tracking, billing and rates collation of multi-modal transports.
- Organize and manage route scheduling, ensuring safe, fast and cost effective paths are utilized.
- Review requisitions and shipping orders.
- Keep accurate expense and mileage records.
- Ensured deliveries to super markets and restaurants across the kingdom.
- Managed paperwork, including trip reports, driver logs, mileage, vouchers and invoices.
- Reviewed client concerns, directing issues to appropriate departments.
- Preparing overtime for warehousing staff and driver trips. Verifying it with timesheets/access card loggers then submitting to accounts department.

Education

Institute of Public Administration (IPA)
Dammam, Saudi Arabia
Executive Secretary Program

2015

Language Proficiencies

- English (Very Good)
- Arabic (Native)

Courses

- Reports preparation
- Skills to deal with work pressure
- Creative secretarial skills

Rawabi Vallianz offshore services^x Sep 2021- present

Distribution of drivers as per the schedule

Distribution of materials from WH To several location

Handling the crewing department (check out, Arrival, hotel booking , PCR , Medicals)

Coordinator with each driver and double check for complete the tasks

Making KPI for driver performance