



CONTACT

✉ qassimbasha@gmail.com

☎ +966 563707040

SKILLS

- Ability to Multitask
- Problem Solving
- Time Management
- Leadership
- Communication Skills
- Teamwork

LANGUAGES

English

Arabic

QASSIM ALBASHA

SUMMARY

Supply chain management expert seeking to revitalize item transportation and delivery during the required time. View projects and processes through a broad lens while maintaining ability to focus on details. Energetic leader motivated to lead through example and positivity. Skilled at properly allocating personnel to work areas commensurate with their individual strengths and aptitudes. Develop spreadsheets and databases that optimize organizational efficiency and keep high volumes of information manageable and digestible.

EXPERIENCE

Logistics & Trade Compliance Specialist McDermott Arabia Company

Feb 2017 - Present

Responsible for logistic movement of spare parts/machines to/from overseas, including quoting of logistics requirements. This includes problem solving associated with errors and omissions in commercial documentation in order to avoid customs clearance delays. Problem solving concerning transportation, logistics, import/export compliance issues, and, where applicable, issues that impact customer shipments. Regular communication with freight forwarders and customs brokers to process customs entries using accurate classifications. Keep up-to-date with customs/compliance/regulatory requirements.

Principle Lead Associate Logistics Halliburton

Dec 2013 - Jan 2017

Creates paperwork as required. Assists in ensuring efficient movement of goods in compliance with company policies, procedures and local laws, including in-country transportation as well as exportation and importation of goods. Assists in maintaining logs and files, including all the relevant supporting documents, for all movements of materials. Communicates and coordinates with all parties involved in relation to

movements.

Employee Logistic Supervisor JACOBS

Jan 2013 - Nov 2013

Understand and implement HR policies, procedures, guidelines and standards. Process, verify and maintain documentation relating to HR function such as staffing, recruitment, training, performance evaluations, and classifications. Complete monthly and year-end reports regarding terminations, transfer, new hires. Arrange for posting of job vacancies

internally and externally. Conduct orientation presentation for new hires.

Senior HR Officer Mohammad Al-Mojil Group

Oct 2008 - Dec 2012

Assist management with all human resources and manage all internal and external resources and supervise efficient working of all management levels in compliance to all rules and regulations and recommend revision to policies and procedures if required. Monitor all human resource objectives and assist to re structure workforce and develop and implement all human resource processes and ensure efficiency of same. Develop and execute comprehensive management programs according to organization requirements and administer everyday operations of all organization and establish all program objectives according to operating guidelines.

- Project in-charge in:

- Aramco project (Co-Generation & Main Sub-Station Project (COGEN))
- Saudi Aramco & Total Refinery Project (SATORP).
- Head Office, HR Department

EDUCATION

Bachelor's Degree in Management Information System (MIS) Feb 2004 - Aug 2008
Ahlia University

REFERENCE

Up on request.