



OBJECTIVE

A highly organized and hard-working individual seeking for a responsible position to gain practical experience in a reputable and leading organization in management that offer me an opportunity to work on creative and diverse environment, and help me to fully utilize my education, knowledge, experience and my skills.



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Location
Eastern Region

Alawi Saeed Alhawaj



Work Experience

Operation Executive Gulf Agency Co. Saudi Arabia

Main Activities:

- Prepare full sets of shipping documents (invoice, packing list etc.).
- Prepare contract, shipping instruction and co-ordinate seamlessly with international seller and customers to ensure smooth delivery of shipments.
- Provide customer service by monitoring and updating supplier's/customer's on cargoes estimated arrival.
- Support administrative duties required in the department.

Import and Export Coordinator Gulf Agency Co. Saudi Arabia

Main Activities:

- Support companies in transportation, shipping, and logistics
- Managed relationships with Freight Forwarders.
- Prepared export documentations for International shipments.
- Track shipping product information and work with companies to keep supply chain shipments on schedule
- Coordinated the transportation of all the international shipments with freight forwarders, overseas offices, and customer's.

Treasurer Ismail Abudawood Trading Company

Main Activities:

- Ensured that treasury operations are in accordance with company statutory requirements.
- Maintained financial accounting records and cash flow statements.
- Performed financial forecast and insured company has enough funds to meet expenditures.
- Processed checks and handled payment.

Accomplishments and other experiences Saudia Airlines

Cooperative Training in concentration of accounting and bookkeeping

2017 – present

2015 – 2016

2001 – 2008

Feb 2001 – May 2001



Certificates

Compliance and Ethics Gac Corporate Academy December 2015

Health, Safety, Security, Environment Gac Corporate Academy June 2019

Compliance and Ethics refresher Gac Corporate Academy September 2019

Cyber Security Awareness Refresh Gac Corporate Academy August 2020



Personal skills

- Good written and verbal Communication in Arabic and English.
- Excellent skills in time management and problems solving.
- Ability to work independently or as part of a team.
- Highly organized and efficient.
- Extensive experience in treasurer tasks.
- Strong knowledge of banking systems.
- Excellent with Microsoft Office programs.



Education

- Bachelor of Business Administration (Management)

Mount Saint Vincent University,
Halifax, Canada 2010-2015