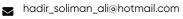
Hadir ElGethami



- ✤ Lives in Kuwait, Hawaly district
- Date of birth 30/09/1993
- 🛱 Saudi, Saudi Arabian
- ♥ Kuwait
- 97365375

Social networks

in @hadir-elgethami-965

Languages

English

Arabic

Computer Skills

Geneses system

Oracle Programe

Emailing & Scripting

Power Point

Microsoft Excel & Word

Education

Logistics & Supply Chain Faculty " University "

From 2012 to 2016 Arab Academy for Science & Technology Maritime Cairo, Egypt

American Diploma Certificate "High School"

From 2009 to Akhanaton American Egyptian International School "AAES" Cairo, Egypt 2012 At Cairo , Egypt

<mark>Skil</mark>ls

- Having the ability to think and create in three dimensions.
- -Excellent skill in presenting techniques.
- Able to work as part of a team or individually.
- Ability to maintain confidentiality at all times
- Ability to prioritize and plan effectively in a strategic way
- Able to communicate effectively both verbally and in writing.
- Competent with dealing with letters, emails, and telephone queries

Work experience

Procurement coordinator

From January 2020 to September ITCO- International Timber Company At Saudi Arabia , 2022 Jeddah

• Responsible about every shipment we receive from our vendors till we release it from the port.

- Handling outstanding sheet and bank sheet that contains all of our work.
- · doing a price list for every vendor we work with.

Logistics coordinator

From May 2018 to October 2019 AlOwainat Oasis Company At Cairo, Egypt

• Arranges import & export shipments by examining destination, route,rate, delivery time; dispatches to carriers.

· collecting all shipments for exports and imports

Air freight customer service

From March 2017 to May 2018 DSV Air & Sea Company At Cairo, Egypt

• Arranges import & export shipments by examining destination, route, rate, delivery time; dispatches to carriers.

• Verifies merchandise shipped by matching bills of lading;

reconciling quantities; noting discrepancies.

Operation Customer Service Executive

From June 2016 to March 2017 Unifreight Global Logistics Company At Cairo, Egypt

- Handling export shipments from A to Z,
- Build sustainable relationships and trust with
- Customer accounts through open and interactive communication,
- Handle customer complaints, provide appropriate solutions
- And alternatives within the time limits; follow up to ensure resolution.
- Handling the documents of each shipment and organizing them.