

Hadir ElGethami

- ✉ hadir_soliman_ali@hotmail.com
- 🏠 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 2012 Akhanaton American Egyptian International School "AAES" Cairo, Egypt
At Cairo , Egypt

Skills

- **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 2022 ITCO- International Timber Company At Saudi Arabia , 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.