

CURRICULUM VITAE

Name	Abdullah Essa Al Zawad
Nationality	Saudi
Date of Birth	23rd May 1983
Place of Birth	Dhahran
CPR No.	1002643334
Marital Status	Married
Contact No.	0555882809 / 03 - 8382407
E-mail	abdullah.alzawad@gmail.com



DESIRED POSITIONS:

- 1.) Brokerage Manager (Expeditors International)**
- 2.) Lead Projects Manager (Al MAjdouie Logistics).
- 3.) Planner (JAL - Saudi Aramco).

JOB EXPERIENCE (Brokarage Manager)

- **Mar 15, 2020 up to date.**

Job Description

- Handling Customs Brokerage Dept.
- Manage and monitor Service executions of SEA and AIR shipments to clients.
- Assisting Staff in prepare personal goals.
- Ensure company controls, policies, tools & System are understood and implemented.
- Prepare and execute Dept. business plan and goals.

JOB EXPERIENCE (Project Manager)

- **September 27, 2008 – up to Mar 15, 2020**
- **Project Manager in Logistics Department.**
- **Almajdouie Logistics Company L.L.C**
Dammam

Job Description

- Handling Projects to do Logistics & door to door Services.
 - Handling Sea & Air shipment, # of shipment executed (2300)
 - Qualified Team leader & Best employee as of year 2013
 - Checking ETA's & ATA's to up-date daily.
 - Handling preparation for chemical & hazards shipments.
- Number of projects I worked in:
 - **NCP** – Saudi Polymers Project (Jubail).
 - **SATORP** – Saudi Aramco - TOTAL refinery (Jubail).
 - **DAILEM** – Saudi Arabia (Jubail & Yanbo)
 - **SADARA**- Sadara Projects (Jubail).
 - **Sipchem** – Saudi Chemical Company (Jubail).

- **April 2007- September 26.**
Planner.
Technical Support Division (TSD/ SG) Saudi Aramco.
JAL International (**Saudi Aramco**)

Job Description

- Handling the correspondence.
- Attending meetings to find best solutions for the department.
- Supporting employees in TSD dept.
- Handling contractors meeting to up-date Saudi Aramco management.
- Generate a weekly report to review the data entered.
- Up-date a report to IT Department if there is something for modification or deletion of records.
- Generate a monthly report to be forwarded to higher management for their latest information and update.

SKILLS

- Good command over **MS** office (Word, Excel , PowerPoint , Outlook).
- Ability to learn fast and adjust surroundings, to work with multi national staff and work independently.
- Ability to **learn** quickly and easily in any work environment.

- Team working and **communication skills**.
- Hard and responsible worker.

LANGUAGES SPOKEN

Languages	Speak	Read	Write
Arabic	✓	✓	✓
English	✓	✓	✓

EDUCATIONAL BACKGROUND

- Mar 2012 attended courses in MELI Logistics institute for **CILT** Diploma.
- Sept 2004 to June 2007 Studying for **Diploma** in Executive Secretary in **Institute of Public Administration** & graduating degree of **3.06 / 5**.
- English Course (Level 1,2,3,4) in **Institute Of Public Administration**.
- Sept 2001 – 2004 **Commercial Secondary School** Certificate.

REFERENCE PERSONS

Dr. **David K. Churches**
 Supervisor of Technical Support Division (Safety Group)
 Saudi Aramco, Dhahran
 P.O. Box 67
 Tel: 8722312

Mr. **Mametag, Jing**
 Safety Engineer
 Saudi Aramco, Dhahran
 Tel: 8763177

Mr. **Ali Al-Naseer**
 Project Manager
 Al- Majdouie Company
 Mob: 0503823306

I HEREBY CERTIFY THAT THE ABOVE INFORMATION ARE TRUE AND
 CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

ABDULLAH E. AL-ZAWAD

APPLICATIONT NAME & SIGNATURE