

NAME: Ali Eisa Al Khalifa
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Dammam (Sihat), Saudi Arabia.

Career Objective:

- Seeking for a position as Transport Coordinator, where I may provide my talents and extensive experience to contribute to the company's profitability while facilitating personal and professional growth.

Educational Qualification:

- Diploma of Executive Secretary **from** Institute of Public Administration in the year 2015 – Kingdom of Saudi Arabia.
- Secondary School Certificate from Saihat Secondary School in the year 2012 – Kingdom of Saudi Arabia.

Work Experience:

- 1) **COMPANY NAME** : **United Warehousing & Distribution Services. (UWDS)**
DESIGNATION : Data Entry & Transport Coordinator.
LOCATION : Al-Khobar, KSA.
DURATION : 07th Mar, 2017 till' date (1.9 Years).

Duties and Responsibilities:

- Office administration, filling, sending emails, maintaining office tidiness.
- Customer service & client satisfaction.
- Compares data with source documents, or re-enter data in verification format to detect errors.
- Compiles, sorts and verifies the accuracy of data before it is entered.
- Receiving emails and coordinating telephone calls.
- Implementing customer relations policies.
- Review & check applications and supporting documents.
- Update the data into the system and delete it which is unnecessary files.
- Preparing sales orders and submitting to warehousing team for collection of items.
- **Transportation Coordinator:** Ensure clients receive supplies on time.
- Coordinate activities related to dispatching, routing, tracking, billing and rates collation of multi-modal transports.
- Establish and maintain long term customer relationships. Building trust and respect by consistently meeting and exceeding expectations.
- Organize and manage route scheduling, ensuring safe, fast and cost effective paths are utilized.
- Review requisitions and shipping orders.

- *Keep accurate expense and mileage records.*
- *Ensured deliveries to super markets and restaurants across the kingdom.*
- *Managed paperwork, including trip reports, driver logs, mileage, vouchers and invoices.*
- *Reviewed client concerns, directing issues to appropriate departments.*
- *Preparing overtime for warehousing staff and driver trips. Verifying it with timesheets/access card loggers then submitting to accounts department.*

Skills:

- *Ability to work independent and as part team effectively*
- *Able to deal with others effectively*
- *Excellent knowledge of Windows 7, 8 & 10.*
- *Microsoft office (Word&, Excel).*
- *Outlook*

Hobbies And Interest:

Interest in games and sports, Hobbies are reading books.

Personal Details:

- **Gender:** *Male.*
- **Marital status:** *Single.*
- **Date of Birth:** *28th May, 1994.*
- **Place of Birth:** *Dammam, Saudi Arabia.*
- **Nationality:** *Saudi.*
- **Language Known:** *Arabic & English.*
- **Driving License:** *Valid Saudi Driving License.*