

SARAH ALMOMEN



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Motivated Air Export Operation with a verifiable record of accurate bookkeeping and skill in working with customers, vendors and management. Accounts receivable expert adept in completing tasks on-time with a high commitment to exceptional performance, efficiency, and accuracy. willing to take the next step in my career and looking for an opportunity to be part of an exciting business, to develop a rewarding and fulfilling future

KEY SKILLS

- Excel
- Strong Communication
- Customer Service
- Tolerant and flexible
- Strong follow up
- Motivation
- Self-Confidence
- Problem Solving

WORK EXPERIENCES :

▪ Air Export Operation

DSV - Global Transport and Logistics
2019/ to present.

- Handling Export shipment .

▪ Air Freight Coordinator

DSV - Global Transport and Logistics
2018/ 2019.

- Billing for SADARA & MAADEN account with follow up.

▪ Pricing Analyst

CEVA Logistics. 2016/ 2018

- To provide premium quality customer service to clients by ensuring prompt responses to all queries, effective issue resolution and accurate information on shipment status thereby developing profitable and long-term relationships and ensuring customer.
- Provides reporting and documentation of pricing structures and serves as the point-of-contact for pricing inquiries from internal sales department.
- Respond to Global RFQ and overseas stations pricing requests.
- Completes rates for RFQ's and tenders, making sure carrier and shipping line rates are correct and Quote-Exchange and Origin Estimates

▪ **Oil & Gas Import Coordinator**

Kuehne + Nagel.
2012 to 2016

- Handled Exchange BL & prepaid Ocean shipment.
- Billing for HALLIBURTON shipment & update their report with following for payment.

▪ **Air & Ocean Import Coordinator**

East and West Express / Atco.
2008 to 2012

- Handled SABIC reports of shipments.
- Working on report for accounting and others for shipments information
- used SAB system for (DATA Entry)
- Opened files for new shipments and filing to send the shipment
- Handled IMPORT air shipment and follow up with client and agent and our brokers
- Handled sea shipments also.

Education :

Diploma of Management and Marketing
Gulf Orbit Institute. 2013

Courses & Certification :

- Certified Dangerous Goods IATA-CAT 6 .
- First Aid Course.
- Fire Well Training.
- English Courses.
- Marketing Skills Course.
- Oral English Language Course.
- Microsoft Office.
- Data Entry Course (Typing).

References Available Upon Request.