

Ahmed Alqattan

AlHasa,Dammam

0562022808 a.alqattan22@outlook.com

Date of birth: 28/11/1996

PROFESSIONAL SUMMARY

A reliable and caring candidate who is willing to faithfully perform my duties, develop and take on additional responsibilities to achieve the company's goals. I have the desire to develop, work hard through experience, and become an effective member of society.

EDUCATION

King Faisal University - Hasa , KSA | Bachelor's

Physical education, 01/2020

WORK HISTORY

CUSTOMS TRACKER | 06/2020 - 05/2022

Jaber Ramadan Foundation for Customs Clearance - Al Khobar, KSA

- Dealing with customs authorities, responsible for reporting customs information and notifications.
- Sorts, accurately and matches goods to shipping manifests, receives them, and follows customs procedures until the goods are cleared.

DATA ENTRY CLERK | 05/2022 - Current

Jaber Ramadan Logistics Foundation - Al Khobar, KSA

- Preparing lists according to the specified customs items, and preparing daily reports of shipment data according to the specified items.
- Communicating with agents regarding invoices and delivery orders.

SKILLS

- MS Office.
- Organization and Time Management.
- Dependable and Responsible.
- Teamwork and Collaboration.
- Deal with Work Pressures.
- Report writing

LANGUAGES

English, Arabic

CERTIFICATIONS

- Basics of feasibility study,Riyadah,2024
- Excel spreadsheet,Doroob,2023
- Basics of marketing plans,Riyadah,2024