

ALAWI SAEED ALHAWAJ
KINGDOM OF SAUDI ARABIA
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OBJECTIVE

Individual with vast experience in invoicing / disbursement looking for new opportunity.

PROFESSIONAL EXPERIENCE

DISBURSEMENT EXECUTIVE

ARABIAN GULF SHIPPING CO. (GAC - SAUDI) - RAS TANURA, KSA

2017 – Till Date

- Disbursement accounts/debit and credit notes to the Accounts Section.
- Maintaining temporary Ship files for each ship call.
- Submission of vendor / supplier invoice, other documents on invoicing GAC system.
- Submission of final disbursement accounts to chief accountant after scrutiny.
- Visiting and communication with Ras Tanura - Aramco Shipping department to sign Bill of Ladings and other cargo documents.
- To ensure company objectives are met and responsible for the Shipping KPIs ensuring they are always met.
- Maintaining Aramco loading / discharging vessel line-up records.
- Updating vessel / cargo / master information on operating system.
- Office stationery management.
- Communication with vessel.

IMPORT AND EXPORT COORDINATOR

GULF AGENCY COMPANY - DAMMAM, KSA

2015 - 2017

- Communication and coordination regarding transportation, shipping, and logistics.
- Preparing export documents for international shipments.
- Track shipments and coordinate to maintain supply chain shipment schedule.

EDUCATION

Bachelor of Business Administration (Management)

Mount Saint Vincent University, Halifax, Canada 2010-2015

SKILLS

- Good Arabic and English communication
- Teamwork
- Problem-Solving
- Customer service

CERTIFICATIONS & COURSES FROM GAC CORPORATE ACADEMY

- Compliance and Ethics
- HSSE
- Cyber Security Awareness
- Accomplishments and other experiences **Saudi Airlines**
Cooperative Training in concentration of accounting and bookkeeping