



Fadhel Sabah Abdulla Sedaif
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Objectives

Seeking a challenging opportunity where I will be able to utilize my strong organizational Skills, Experience, Educational background and ability to work with people which will allow me to grow personally and professionally.

Personal Details

CPR No: 860600483
Gender: Male
Nationality: Bahraini
Marital Status: Married
Address: House:212/Road:212/BLOCK:602

Education

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| - High School - Al Jabryia Secondary School | 2002-2005 |
| - University of Pune - Bachelor of Commerce | 2006-2009 |
| Specialized in cost and works accounting | |
| GPA: First Class | |
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Professional Certification

- System Application Process (sap) (fico)
 - Diploma in book keeping
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Language Skills

Fluent in writing and speaking Arabic and English.

Personal Skills

- Ability to learn new skills
- Hard worker
- Ability to work in team & independence
- Ability to be under pressure

Interests

Reading, Sports, Internet, Watching Movies, Traveling

Work experience

Working as Shipping/Logistics accountant, Events Coordinator and Supervisor in Kanoo Motorsports and Events a division of Yusuf bin Ahmed Kanoo since October 2009 till Present day. Specialized in Motorsports / Exhibitions Activities Such as Formula 1 (F1), World Endurance Championship (WEC), CIK Karting Championship and most of the Race Cars Testing and Events which hold at Bahrain International Circuit (BIC). Also, the Oil Show such as Middle East Oil and Gas Show (MEOS), GEO, Petrotech and Jewellery Arabia Show which hold at Bahrain International Exhibition and Convention Centre (BIECC).

Job Key Responsibilities

- Ensure that Motorsports related products and services are suited to the requirements of customers.
 - Assist Events Manager-Motorsports & Events in reaching department objectives such as: Budget, Customer services requirements and profitability.
 - Maintain continues contact with the international Events and see that their requirements are met.
 - Ensure that the events cargo is cleared and delivered to customer site as per the customer expectations and requirements in a timely manner.
 - Coordinate with the organizers for documentation and necessary information.
 - Ensure that the shipping documents are received and processed on time.
 - Liaise with transporter and other suppliers to ensure delivery of the cargo on a timely manner as per project owner's requirement.
 - Coordinate with Customs Clearance Executives to ensure timely clearance of Cargo.
 - Plans Manpower requirements in Motorsports Division.
 - Ensure that quality of services to customers are of the highest standard.
 - Liaise with International events organizers.
 - Ensure Cash flow requirements throughout the Exhibitions.
 - Collect documentation and other charges from Exhibitors.
 - Controlling the daily vouchers & Expenses related.
 - Managing Division Jobs and Accounting.
 - Giving Quotation to Customers/Exhibitors
 - Invoicing & Billing.
 - Preparing Necessary Export Documents.
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References

Available upon request.
