



Saleem Abuharb

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ABOUT ME

My knowledge of transportation management systems and the logistics process is growing rapidly, even though I am still learning about the freight forwarding sector and I've grown some interest in export sector lately. I am an invaluable Incoming Coordinator at The German Jordanian University seeking a driven and meticulous professional because of my capacity for quick learning, problem-solving, and adaptation to new difficulties.

WORK EXPERIENCE

INCOMING COORDINATOR – THE GERMAN JORDANIAN UNIVERSITY – 11/2025 – Current – AMMAN, JORDAN

Website: <https://www.gju.edu.jo/>

- Support incoming exchange and international students with pre-arrival procedures, arrival logistics, and smooth integration into campus life.
- Coordinate academic and administrative tasks, including registration, documentation, and communication with relevant university offices.
- Organize orientation programs and cultural activities to help students adapt both socially and academically.
- Serve as a primary point of contact between students, academic departments, and international partners.

ACCOUNT EXECUTIVE – LOGISTAAS (AL NAOURI GROUP) – 10/2024 – 11/2025 – AMMAN, JORDAN

Website: <https://logistaas.com/>

- Tasks:
- Identifying and pursue new sales opportunities to meet and exceed sales targets.
 - Developing and maintaining strong relationships with existing clients.
 - Conducting meetings and presentations to potential and current clients.
 - Work closely with the sales team by preparing sales proposals and negotiate contracts to reach customer satisfaction.
 - Providing feedback on market trends and client needs as a logistics sales executive.

DOCUMENTATION SPECIALIST INTERN – WÜRTH INDUSTRIE SERVICE GMBH & CO – 10/2023 – 02/2024 – BAD MERGENTHEIM , GERMANY

Department: Export Department |

Website: https://www.wuerth-industrie.com/web/de/wuerthindustrie/wuerthindustrie_cteilepartner.php

- Tasks:
- Creation of shipping documents (e.g., invoices, shipping orders, packing lists) for export deliveries and container shipping.
 - Creating labels for courier shipments such as FedEx, DHL Express, TNT and UPS.
 - Evaluation and processing of access requests for the ERP and release of applications.
 - Customer Service and Communication via phone and email (German - English).
 - Exporting to all of the countries in the region to Asia

DOCUMENTATION SPECIALIST INTERN – TRISTAR CARGO – 09/2022 – 10/2022 – AMMAN , JORDAN

Department: Export Department | **Website:** <https://www.tristarcargo.com/>

- Tasks:
- Support in day-to-day business and customer service by creating custom documents.
 - Assistance with the administration and documentation of sea waybills.
 - Sending the company's profile via email to all the potential customers.

- CargoWise introduction.

● EDUCATION AND TRAINING

10/2019 – 03/2024 Amman, Jordan

BACHELOR'S DEGREE The German Jordanian University

Key areas of focus: Supply Chain Management, Warehouse Management, Import-Export, Logistics Network Design, Inventory Management and Humanitarian Logistics.

Field of study Logistics Sciences | **Final grade** GPA: %81.3 | **Thesis** Machine Learning & Its Impacts On The Sciences Of Logistics

03/2023 – 09/2023 Dortmund, Germany

BACHELOR'S DEGREE Dortmund University Of Applied Sciences And Arts

International Exchange Student from The German Jordanian University (GJU).

Covered courses in Corporate Management, Economics and Corporative International Business Studies (CIBS)

Field of study International Business Management

● LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s): **ENGLISH** | **GERMAN**

● SKILLS

Atlas | Microsoft Office | Global SAP system | CARGO WISE | LogistaaS software | Kanban Management System | Adobe acrobat reader | Google Tools (Google Analytics, Google Ads, Google Trends, Google Drive, Google Meet) | Social media and communication

● CREATIVE WORKS

08/2024 – 10/2024

CUSTOMER SERVICE REPRESENTATIVE AT WUDUH

Duties :

- Gaining massive skills for being the first & only contact for the US clients to help them become debt-free.
- Introduced to the US bank procedures while learning to work under pressure.

● CERTIFICATES

STUDENT CERTIFICATES

- Warehouse Design Workshop , 2021
- Goethe B1-Zertifikat (German Language), Goethe-Institut,2023