

## Jamie Sleightholm

Mobile: (+973) 3221 5199 – Bahrain  
(+966) 555 650084 – Saudi Arabia  
Nationality – British  
DOB – 24.06.1889  
Email: [Jamie.sleightholm@hotmail.co.uk](mailto:Jamie.sleightholm@hotmail.co.uk)  
LinkedIn: <https://www.linkedin.com/in/jamie-sleightholm-32769a65/>

I have '11 years' experience in all chemical, raw material logistics and operations. I have extensive knowledge in all chemical handling, from organizing and arranging daily logistics with some of the largest freight companies in the world, using land, sea and air freight. Utilizing company assets, ensuring they're maintained in and around the Middle East.

I have 8 years' experience in working with hazardous materials, using the global 'Material Safety Data Base', all import / export procedures, customs clearance and documentation involved.

I am currently involved within two companies, Oriental Shuraa based in Kingdom of Saudi Arabia, as an Operations Manager from February 2013, alongside TerraFirma SPC based in Kingdom of Bahrain from May 2014. Oversaw and completed all procedures involved with the company startup, oversaw process / procedure development within my department, involved in all staff training and development.

I hold a full UK & Saudi Arabian driving license.

Specialties: Isotanks, dry containers, creating & maintaining logistics systems, import / export procedures, customs clearance, asset management (utilization, maintenance), procurement, hazardous chemicals, transportation, office management, HR management, social media, Microsoft office programs.

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**Experience:** (Note: TerraFirma SPC and Oriental Shuraa Commercial Services have the same owner).

### **Logistics Manager at TerraFirma SPC – May 2014 to-date.**

- Setting up and implementing all operations procedure involved with a start-up company.
- Logistics - managing all inland logistics whilst liaising with suppliers / technical team to ensure all targets and schedules are met.
- Allocating the required assets to all projects and developments.
- Health and safety – ensuring all TerraFirma staff are trained in the required chemical / mechanical plants within the Middle East (correct PPE, site safety trained & aware of all plant hazards prior to entry).
- Staff training.
- Client services – setting up all client quotations, costings and feedback. Managing the Operations team to ensure the client receives the best service and requested documentation / reports using all Office applications.

### **Operations Manager at Oriental Shuraa Commercial Services– February 2013 to-date.**

- Negotiating and setting up supplier contracts ensuring the best service within the required budgets.
- Client services – setting up all client quotations, costings and feedback. Managing the Operations team to ensure the client receives the best service and requested documentation / reports using all Office applications.
- Import / Export – liaising with some of the world's largest shipping lines, completing all documentation, working within all legal requirements to ensure the cargo is declared / processed correctly.
- Customs clearance – working with all Saudi Arabian Customs Authorities, using my knowledge of Hazardous Chemicals to ensure clearance runs as smoothly as possible thus reducing costs for the client.

- Working closely with the Finance department to ensure all supplier and client invoices are charged correctly and processed with the required information.
- Integrated and streamlined processes between both the Bahrain and Saudi offices, overseeing proper flow of information / documentation.
- Managed multiple teams in the Freight Forwarding, Logistics and Accounting departments.
- Official company liaison with all government entities in regard to staff visas, commercial registrations, and Ministry of labor within the Kingdom of Saudi Arabia.
- Financial reporting – Statement of Income, Cash Flows, Budgets, specific reporting to import / export part of the business, and Financial models.

**Senior Commercial Assistant at Isotank Services (United Kingdom)** – July 2006 to February 2013.

Received a promotion from **Commercial Admin** on January 2010.

- Day to day assistance to the Commercial manager.
  - Daily customer reporting - sending daily reports to all customers with their required parameters.
  - Timesheet analysis for all employees in the Depot, and Transportation departments.
  - Managing all depot staff, allocating employees to tasks.
  - Part of management meeting in discussing current operations and future steps.
  - HR Responsibilities – Managed and assisted the HR administrator with all aspects of the job.
  - Office Responsibilities – Managed and scheduled work for the receptionist and driver.
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*Education:*

- **Business Management – Bachelor’s Degree**  
Open University United Kingdom – 2018 to PRESENT
- **Team Leading & Management – National Diploma** at NECC (North East Chamber of Commerce) – 2012 to 2013.
- **Business Management and Systems – National Vocational Qualification Level 5** - Prior Pursglove College – 2011 to 2011.
  - Risk Management
  - Technology
  - Marketing
  - Tendering processes
  - Managing budgets
  - Project management
  - Customer service operations
- **Accounting / Finance Certificate – National Diploma** at NECC (North East Chamber of Commerce) – 2009 to 2010.  
Completed the British Diploma in 2 years in the following subjects;
  - Principles of accounts preparation
  - Providing cost and revenue information
  - Cash management
  - Preparing final accounts for sole traders.
- **Customer Service and Communications - National Vocational Qualification Level 4 National Vocational Qualification Level 5** - Prior Pursglove College – 2008 to 2009.