 RABEE

**Birth Date:** January 1, 1981

**Birth Place:**  Sweida, Syria

**Nationality:** Syrian

**Marital Status:** Married.

**Email Address:** rabee.261372@2freemail.com

 **OBJECTIVES**

 Obtaining a position in professional organization where I can use my experience in the field of

 logistics, shipping, transport, customs activities, etc.

 Support in developing and implementing Logistics plans in line with corporate Logistics

 strategy in order to support the achievement of overall business objectives.

**EDUCATION**

**College:** Damascus University

**Course:** Business Administration – 2004

**Certification:** College Diploma

**Secondary:** High Commercial School – 2000

**Certification:** Secondary Diploma

**SKILLS**

**Languages & Fluency:** English: reading, writing, speaking – Fluent

 Arabic: reading, writing, speaking – Fluent (mother tongue)

**Driver’s licence:** UAE / Dubai 22/01/2007

* Proficient in the following MS Office Programs – Microsoft Word, Microsoft Excel.
* Knowledge in the use of the Internet and Logistics Application software.
* Execution of all declarations on E-Clearance & Dubai Trade.
* Have strong interpersonal skills and high customer service orientation.
* Able to relate and adapt to people of all levels and different nationalities.
* Ability to execute assigned duties under high pressure and workload.
* Enthusiastic, energetic, loyal, and motivated.
* Ability to lead, mentor, co-ordinate and motivate operation team members to deliver shipping excellence on multiple projects and on a highly strategic level.
* Provide mentoring and training of personnel in all aspects of shipping and related customs procedures.

**WORK EXPERIENCE**

**January 04, 2016 to Present Logistics Manager**

# Ghorayeb International Freight Forwarding Co LLC

 Dubai Investment Park 1 Warehouse FG7

***Duties and Responsibilities:***

* Strategically plan and manage logistics, transportation and customer services
* Direct, optimize and coordinate full order cycle of the customer.
* Liaise and negotiate with operations on shipment schedule.
* Responsible on the customs clearance, customs approval
* Resolve any arising problems or complaints
* Meet cost, productivity, and accuracy and timeliness targets.
* Maintain metrics and analyze data to assess performance and implement improvements
* Comply with laws, regulations and ISO requirements

***Professional Experience:***

* Extensive knowledge of the freight and transport industry.
* Experienced in multi-drop transport management.
* Up to date on all UAE legislation regarding Road Transport Operations.
* Comprehensive understanding of Contract Law and Standard Transport Terms and Conditions.

**November 2011 to July 2015 Logistics Manager**

Middle East Luxury General Trading L.L.C.

 Dubai Mall, Dubai, UAE

***Duties and Responsibilities:***

* Responsible for managing the loading of vehicles, stock and load bay areas.
* Planning and scheduling the delivery of goods and cargo.
* Identifying and delivering operational cost reduction and cost efficient initiatives.
* Negotiation of prices with local carriers.
* Ensuring that all project deadlines are met.
* Responsible for a team of over 20 staff, including drivers and warehouse operatives.
* Completing and filling compliance documentation for import, export and supply chain security.
* Managing supplier delivery performance and maintaining supplier contracts.
* Visiting Company sites and representing the Company in Exhibitions around the world.
* Supporting other departments within the Company, along with applying new processes and procedures.
* Managing import and export logistics using external distribution teams.
* Taking into account capacity and planning ahead accordingly.

***Professional Experience:***

* Extensive knowledge of the freight and transport industry.
* Experienced in multi-drop transport management.
* Up to date on all UAE legislation regarding Road Transport Operations.
* Comprehensive understanding of Contract Law and Standard Transport Terms and Conditions.

**May 2007 to October 2011 Customs Clearance Executive**

Ghorayeb International Freight Forwarding Co. L.L.C.

 Port Saeed Street, Al Etihad bldg, Deira, Dubai, UAE

***Duties and Responsibilities:***

* Receiving formalities from the Customer Service Department to be executed in both the seaport and airport.
* Providing guidance to the Customer Service Department and Operations according to established policies.
* Management of shipping resources consistent with requirements for projects, proposals and strategic initiatives including the outsourcing of additional trailers when required.
* Monitoring of customs clearance operations, managing any non-performance issues and reporting such instances to the Commercial Manager.
* Provide mentoring and training to shipping personnel in all aspects of shipping and related customs procedures.
* Establishing the project’s shipping strategy to be inclusive in the overall Project Procurement Execution Plan. Furthermore, to keep regularly updated on the strategic shipping plan of each shipment.
* Monitoring and ensuring shipping budgets are maintained and where practical generate savings.
* Monitoring all warehousing activities for loading and offloading of containers.
* Checking the physical goods at the warehouse against the packing list used to clear the shipment.

**February 2006 – April 2007 Forman**Omega Engineering Dubai (LLC)

 Dubai, UAE

2003 – 2004 Travel Coordinator

Haly Travel Tours

Damascus, Syria

***Duties and Responsibilities:***

* Making guest and tourist reservations and ensuring their overall safety throughout their chosen tours.
* Assisting guests with all their needs and requirements during their tours, through multi-level coordination and communication with numerous individuals and agencies.

2001 – 2002 Sales Assistant

Marina Fashion

Damascus, Syria

***Duties and Responsibilities:***

* Anticipating and reacting responsively to exceed customer requirements in a friendly and approachable style.
* Following correct till procedures quickly and efficiently.
* Making use of brand guidance and information on best sellers in order to maximize sales.
* Assessing customer needs, then presenting offers, solutions and identifying opportunities for add-on sales and potential repeat sales.
* Actively seeking to maintain and improve store retail standards.

**TRAINING ATTENED**

**Human Resource Management – November to December 2015**

* Studied all about the fundamentals of HR management.
* Amongst others, trained in the fields of interviewing, recruiting, wage and labour issues, benefits and compensation, HR regulations, proper documentation and termination procedures, workforce diversity and human resource planning.
* Understanding and developing employee and staff management skills in both the public and private sector.
* Learned about brining the team together for the benefit of the company and to ensure the goals of the organization can be achieved.
* Directly dealing with staff issues and solving problems affecting the team.

**E MIRSAL 2 Course – July 2010**

* Passing bill of entries via Dubai Customs' Online System

**INTERESTS AND HOBBIES**

* Swimming; outdoor based adventures activities; traveling; cooking; reading.

**Declaration:**

**I hereby declare that the above information given by me is true to the best of my knowledge and belief.**