**First Name of Application CV No 1660446**

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Top of Form

**Executive - Freight Forwarding and Logistics**

A motivated and committed professional with good knowledge and experience of Freight Forwarding, Shipping, Logistics and Administration, now keen to move ahead in a challenging position. A good communicator at all levels, who enjoys meeting challenges and seeing them through, while remaining confident under pressure. Capable of prioritizing and managing heavy workflow to optimize time and resources and meet deadlines independently with ease and efficiency. An experienced organizer.

**Work Preferences**

Desired Salary: Negotiable per month

Availability: > 4 Weeks

Desired Job Type: Any Type

Can Travel for Work: Yes

Current Location: Amman, Jordan

**Skills and Experience**

| **Category**  |  | **Yrs. Exp.** | **Last Used** |  |
| --- | --- | --- | --- | --- |
| 3PL, Logistics & Warehousing  | Logistics - Management  | 3 | 2013 |   |
| Customer Service & Call Centre  | Administration & Support  | 3 | 2013 |   |
| Shipments Management(Air, Land & Sea)   | Customer Service  | 3 | 2013 |   |
| BL issuing , Accounting | Data Entry  | 3 | 2013 |   |
| Hospitality, Catering & Tourism  | Travel Agents / Consultants  | 6 | 2007 |   |

**Employment History**

Job Title

**Head of shipping dept. at Nakheel Logistic services CO.**

Industry

Shipping, Freight forwarding

06/2013 to Current

**Freight Forwarding, Shipping & Logistics Operations**

* Handle operations of all carriers i.e. Sea, Air, Land, Trouble Shoot all issues of Loading, Transshipments and Final Deliveries.
* Organize Land Transportation for inbound and outbound. LCL/FCL shipments, coordinate multi point loading and monitor the movements
* Liaise with Shipping Agencies / Carriers / Lines for competitive rates and services
* Interface with ports, customs and external Inspection authorities for documentation, goods clearance and other routine matters.
* Coordination with messengers for documents delivery and collection
* Communicate / correspond with International Agents and Consignees Send pre-alerts / pre advice / arrival notice and ensure timely issuance of delivery orders, clearance and Delivery of Shipments.
* Prepare Quotations / Freight Memos / and Issue Invoices
* Customers support and follow up for smooth shipping operations
* Facilitate shipment status update to customers through Monitoring Movements from Origin to Destination.
* Proper maintenance of contacts, customs code, HS CODE and other data of customers and other parties
* Co-ordination and support to Sales team and Accounts personnel in their activities.
* Training and Orientation for New Comers on Freight Forwarding operations and Documentation.

**Documentation:**

* Knowledge of International Export/Import Trade Documentation requirements INCO TERMS, L/C Documentation
* Knowledge of Free zone, GCC Countries, and cross-stuffing Documentation
* Familiar with Online / Manual Bill of Lading Documentation. Proficient in House, Master, and Switch B/L documentation
* Prepare / Execute House & Master Air way bills and manifests
* Maintain Proper Records for Documentation file them in an organized way

Job Title

**5 Star Hotel Guest relations officer**

Industry

Hospitality

01/2013 to 04/2013

**Guest relations officer:**

* Organize and carry out routine administrative work of GR, Supervise and Guide Subordinates
* Coordinate with other departments for achieving best results in serving clients.
* Maintenance of Hotel database of guest’s occupancy, room availability, readiness and fulfilling the various guests’ requirements.
* Assist client to locate and get their required services in time.
* Support clients to get their queries clarified or resolved.
* Drafting and preparing routine office correspondence, Documents, Statements, and Reports using MS Office / Word Processors. Efficient in Filing and Maintaining Records,
* Excellent keyboard and Data Entry skills with good proficiency of MS Office, Internet, E-Mail Systems and other Business Applications. i.e. Outlook, Word, Excel, Power Point, Access, Visual Basic, Shipping Instruction, Air Way Bill etc.,
* Efficient in operating and maintaining various office equipments, like copier, printer, fax, computer systems, type writers (Electronic/Manual), etc.
* Take corrective actions as necessary and Maintain records as per Procedure.

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Job Title

**Restaurant Administrator**

Industry

Hospitality

05/2007 to 11/2012

**Restaurant Administration:**

* Organize and carry out routine administrative work of Restaurant, Supervise and Guide Subordinates
* Hiring suitable qualified personnel for work.
* Arranging the Income / Outcome , salaries, inquiries and covering all bills.
* Maintenance of Restaurant database of inventory.
* Coordinating with sales representatives for better prices of goods.
* Assist client to resolve any issues or complains related to Restaurant.
* Support clients to get their queries clarified or resolved.
* Organize all legal documentation related to licenses, health inspections and taxation documents.
* Administrative / secretarial support to Manager in preparing routine correspondence, Documents, Statements, Reports using MS Office / Word Processors. Efficient in Filing and Maintaining Records,
* Supervise Housekeeping and maintenance of the Restaurant and its facilities
* Order processing for Restaurant supplies and materials, receive and maintain inventory.

Job Title

**Office Assistant**

Industry

Services

02/2000 to 02/2002

Office Support:

* Secretarial support to Owner in typing office correspondence, Documents, Statements, Reports using MS Office / Word Processors.
* Filing and Maintaining Records,
* Housekeeping and maintenance of office
* Order Processing for Office supplies and other Materials,
* Receiving Cheques and Maintain Inventory for them.
* Handle petty cash and and book keeping for office.

**Qualifications**

| **Completed** | **Institution** | **Degree / Qualification** |  |
| --- | --- | --- | --- |
| 2002  | Sumy State University, Sumy, Ukraine  | Diploma in Translation , Russian/Ukrainian -Arabic-English  |   |
| 2001  | Al Zaytoona University, Amman, Jordan.  | Graphic Design  |   |

**Work Related Training & Certification**

| **Completed** | **Institution** | **Training / Certification** |  |
| --- | --- | --- | --- |
| 1999  | New Technologies computer Centre  | Microsoft Office programs course  |   |
| 2003  | MAUP Kiev University  | First prize winner in Ukrainian language /Grammar for foreigners competition  |
| 2015  | Royal Jordanian  | DG Goods handling Training  |

**Work Related skills**

Multi Lingual – Knowledge of Russian – Ukrainian – Arabic – English -Excellent level

Capable of working under high pressure

Well organized, honest and Trustworthy

Excellent computer skills

Fast learner & good team worker

**Contacts and Info**

**Date of birth: 01/12/1983**