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| --- | --- | --- |
| |  | | --- | | Personal Data | | |
| photo  Name | C:\Users\abou simbel shipping\Downloads\20160325_153631-1.jpg  Abdalla |
| Gender | Male |
| Date of birth | 16 - July - 1988 |
| Country of Nationality | Egypt |
| Address | Alexandria ,Costal Road |
| Country | Egypt (Can Locate in another countries) |
| City | Alexandria |
| District | el Dekheila |
|  |  |
|  |  |
| E-mail | [Abdalla.334508@2freemail.com](mailto:Abdalla.334508@2freemail.com) |
| Marital Status | Single |
| Military Status | Exempted |
| Car owner | yes |
| Education | |
| University | Alexandria University |
| Faculty | English Commerce |
| Major | Accounting |
| Degree | BSC |
| Year | 2009 |
| Grade | Good |
| Skills | |
|  | |
| Languages | English, Fair |
| Computer Skills | • MS Word, Excel Advanced • Commercial Excel Advanced • Microsoft Access • Microsoft Outlook • Typing. Non-web programming languages • Photoshop Intermediate |
| Personal Skills | Working As Boarding Coordinator& Documentation and Assistant Operation Manager At Shipping Agency. |
| Job Applying for | |
| Job Type | Full Time |
| Rank | Junior |
| Salary | Negotiable L.E. |
| Job Category |  Shipping |
| Work Experience | |
| Years of experience | 4 - 5 |
| Work Experience Details | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. | Job Title | Boarding Coordinator& Documentation and Assistant Operation Manager | Employer | shipping sector | |  | From | April - 2012 | To | Till now | |  | Job Description | -My first and essential job is mailing the owners, charters and foreign agent. -Mailing the Capt. of vessel during his voyage to guide him and answer all his inquiries. -Receiving the vessel at board and stay with Capt. Finishing some procedures related to immigration, customs, pilots …… -Delivering in an efficient way the import and export manifestos to all Egyptian ports customs clearance authority. - Preparing the daily situation of the berths. -Preparing the movement of in and out containers -Submit a report to the Line (owner) by the voy. -Deal and finish all procedures with port authority. -Finish all procedures of embark and disembark crew. -Full knowledge in handling letter of credits and full set of documents. -Coordinates with the team for tracking of shipments on high seas and ETA on regular base. -Ensure timely release of documents to buyer according to payment terms. -Reply to any party Queries. -Carrying out boarding process including berthing the vessels Marine inspections - Quarantine - Passport & immigration works and State Security requirements till sailing. | | | |  | | | | | | |
| Diploma /Certificates | |
| |  |  |  | | --- | --- | --- | | 1. | Certificate / Diploma name | English course | |  | University/College/Institute | PTI ( Maritime Academy ) | |  | Country | Egypt | |  | Degree | Good | | 2. | | There are many courses at( Computer and shipping )will be ready up on demanded  PTI ( Maritime Academy ) Egypt  ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ | | | | |
|  | |

Job History At ABOU SIMBEL & thebes shipping Agencies

**Apr 2012 -**

**Specialist at Tourism Transportation**

* Follow up and support the act or process of moving people or things from one place to another.
* Follow up and support way of traveling from one place to another place.
* Follow up and support moving passengers or goods from one place to another.

**Oct 2013 -**

**Accountant**

* Handled the complete accounting cycle at tourism, accounts and preparation of various accounting reports.
* Handled accounts payable and accounts receivable.
* Balancing of company incoming and outgoing finance.

**Jul 2014 – still working**

**Boarding Coordinator& Documentation and Assistant Operation :**

* **My first and essential job is mailing the owners, charters and foreign agent.**
* **Mailing the Capt. of vessel during his voyage to guide him and answer all his inquiries.**
* **Receiving the vessel at board and stay with Capt. Finishing some procedures related to immigration, customs, pilots ……**
* **Delivering in an efficient way the import and export manifestos to all Egyptian ports customs clearance authority.**
* **Preparing the daily situation of the berths.**
* **Preparing the movement of in and out containers**
* **Submit a report to the Line (owner) by the voy.**
* **Deal and finish all procedures with port authority.**
* **Finish all procedures of embark and disembark crew.**
* **Full knowledge in handling letter of credits and full set of documents.**
* **Coordinates with the team for tracking of shipments on high seas and ETA on regular base.**
* **Ensure timely release of documents to buyer according to payment terms.**
* **Reply to any party Queries.**
* **Carrying out boarding process including berthing the vessels Marine inspections - Quarantine - Passport & immigration works and State Security requirements till sailing.**

ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ