**Education**: - **Holy Spirit University - Kaslik – Beirut, Lebanon (USEK)** Sep 2004 – July 2008

Bachelor's degree / higher Diploma, Business Administration - Logistics and Transportation

## Work Experience

## Zerock - Construction and Engineering Sal Beirut, Lebanon - *May 2014 - Present*

## Import & Export – Supply Chain Manager

• In Charge of all logistics related to our projects in Africa (Mozambique, Nigeria, Congo, and Ghana) from local & foreign suppliers   
• Responsible for the planning and coordination of enterprise-wide logistics management for both import & export.   
• Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.   
• Responsible for inbound/outbound deliveries, warehousing/inventory and procurement.   
• Prepare and manage the logistics system to optimize time management.   
• Responsible for maintaining a record of all outstanding purchase orders with external vendors.   
• Expedites all critical orders with local subcontract vendors.   
• Responsible for all duty customs sales and tax functions, including certification and verification, and compliance with governmental agencies.   
• Reviews freight rates: air, courier, and sea

## YTL Power Services SDN BHD (Leb Branch) Lebanon *Sep 2011 - May 2014*

## Logistic Manager & Admin Assistant

## • Supervises supply base/warehouse operations including movement of materials and equipment, personnel, supply vessels/trucks, to maintain a consistent level of logistics and procurement support of international drilling activities. • Maintains performance-tracking records of supply base operations and logistics source contracts as a tool for efficiency and continuous improvement opportunities. • Supervises, develops skill sets of national logistics and materials management personnel from start-up to affiliate stage of operations. • Co-ordination of all outbound cargo shipments, acting as a focal point, liaising with Suppliers, Supply Base Service Provider, Offshore and Onshore Assets. • Ensures Cost allocations are made accurately in a timely and transparent manner.

## DHL Global Forwarding Sal Beirut, Lebanon *Sep 2009 - Aug 2011*

## Import Coordinator & Ocean Clearance Coordinator

## • Release Delivery Order from shipping lines /Clearance Department (Port formalities and handover) • Strict observance and adherence to FIFO rule of dispatch. Ensure sales do not experience any shortfall because of dispatch. Ensure log books are maintained accurately

**Saleh Shipping Sal - Beirut, Lebanon** *Feb 2008 - Sept 2009*

Operations for Port Agent and Air/Sea Clearance

### Skills: Internet Explorer, Microsoft Office, Lotus note

### Languages: Fluent English, French, Arabic