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**Fady Massalkhi Farchoukh**

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05Sep1984; Married.

**OBJECTIVE**

A middle management challenging position in cargo, transportation, warehousing, supply chain.

Seeking a rewarding opportunity in a firm that offers room for advancement that enables me to capitalize on my experience and continue developing professionally to serve the goals of the department I work in and eventually the goals of the organization as a whole. Looking to become part of a growing and productive team within a reputed company that will allow me to both utilize and grow skills as a Cargo Agent. Ready to go the distance using talents to bring value to team management through solid communication interpersonal skill and strong knowledge of freight and cargo practices.

**SKILLS**

* Well-developed analytical, interpersonal, and communication skills.
* Ability to establish and maintain harmonious working relationship with co-workers, and to work efficiently in a professional team environment.
* Able to handle multiple tasks and maintaining composure under pressure.
* Good interpersonal and communication skills.
* Computer Literate: Familiarity in MS word, PowerPoint, and can type more than 25 wpm.
* Enthusiastic, quick to learn and with good organizational skills.
* Has the ability to follow instruction and have a high sense of responsibility.

**WORK EXPERIENCE**

* 04 MAY/2009-Present time.

**Middle East Airlines Ground handling-** **Beirut Rafic Hariri International airport.**

**Freight department**: - Control Room Agent (3 years & 7 month).

 - Export Acceptance Agent (2 years).

 - Export Build-Up Agent (1 year & 5 month).

 - Counter service (4 month).

 - Import service (3 months).

**Work description** **for**:

**Control Room:**

* Assigns shipments on flight as per flight load list (FLL) and print final cargo manifest according to procedure.
* Assign shipments to manifest according to primary flight manifest ( PFM ) or PREM1 ( Flight

Flight display and FBL (Flight Booking List)

* Ensure that all documents (cargo manifest & AWBs) relating to a certain flight are completed and sent to load control in due time.
* Detains copy of cargo manifest and copy AWB for accounting purpose (Stats file).
* Sends all messages to destinations for special cargo that require special handling are initiated after departure of the flight.
* Sends backlog after closure of flight or goods on hand to carries concerned.
* Ensure that special handling cargo reflected in cargo system correctly.
* Ensure all customs formalities are issued/legalized in due time and keep records in files
* Relay and delay of AWBs to control room responsible.
* Completes the European system in due time in coordination with control room responsible.
* Checks and ensures that AWBS destined EU states are stamped security status and keep copy if the consignment security deceleration for cargo handling station folder.
* Dispatches cargo manifest and customs formalities to Export warehouse after legalization from customs.
* Prepared manifest for clearing of shipments.
* Maintained business relationships with clients and provided quality service.

**Counter services**

* Receives and checks the AWBs from shipper/agent.
* Ensure that customs formalities are complete and attached with AWBs.
* Enters the information of AWB to cargo system.
* Issues and handles transfer manifest.
* Issues delivery order to the correct and authorized person.
* Reports any irregularity to responsible on duty

**Export Build Up Agent**

* Obtain cargo manifest from cargo systems.
* Obtain needed equipment as per coordination with Control Room Responsible/Agent.
* Obtain all information needed to build-up ULDs for freighter flight regarding the configuration, contours and maximum gross weight of each ULDs.
* Ensure that all cargo is loaded on Trolleys or on ULDs in good condition and that no damage items be loaded unless repacked and Reported to Export Warehouse Responsible.
* Completes VAL Forms.

**Export Acceptance Agent**

* Accepts cargo at weighting scale as per Acceptance procedure.
* Checks with shipper if cargo requires special handling.
* Issues primary shipment information slips (SIS).
* Refuses shipments, gives reason for refusal and requests rectification.
* Notifies Export warehouse Responsible for dangerous goods for acceptance.
* Ensure that cargo is screened.
* Accepts cargo from shippers / agents according to IATA rules and regulation in accordance with customs regulations.

**Import services**

* Check the cargo arrival according to manifest received.
* Enters cargo in location due bar code system.
* Handle with care the special handling cargo.
* Ensure to send cargo that need specific temperature to specific location.

(Continue)

 -**Sales Representative** at Taki trading.

 - **Operator Agent** at Ram it services as (Macdonald Delivery Services) only 2 month.

 -**Crew Chief** at Burger King.

 From January 2007 until November 2010, Hamra.

 -**Branch Manager** at Palais de Bonbon.

 From June 2008 until December 2008, Riyadh, Saudi Arabia.

 -**Captain Waiter** at Movenpick Hotel & Resort.

 Summer 2007, Raouche.

 -**Captain Waiter** at Pro Staff Catering.

 Dec 2004 until July 2006, Dekwaneh.

 -**Crew Kitchen** at Baguette Sandwiches.

 Summer 2001, Mouawad.

 -**Supervisor** at Herbalife Company.

**Educational background**

 **-Diplôme De Technique Supérieure** (**T.S.**) 2008 At the Vocational Institute of Hospitality Management, Bir Hassan.

 -**Lebanese Baccalaureate** (**Economy & Psychology**) 2005 Haret Hreik High School.

 -**Brevet** 2000 Bourj al Barajne Middle School

**CERTIFICATES**

* **09-06-2009 To 13-06-2009** Certificate in Basic Cargo and Mail Handling by (Mr. suhail shreiteh ) from Middle East Airlines .
* **06-07-2009 to 07-07-2009** Certificate in Basic Aviation Security (D) course cargo and mail personnel: by (Mr. Philip Malha ) from Middle East Airlines.
* **29-04-2009 to 30-04-2009** Certificate in Customer Services: from Middle East Airlines.
* **14-10-2010** Certificate in Dangerous Goods Regulation Category 8&10 for warehouse personnel and load planner (Mr. Rania Alamadine).
* **18-05-2010** Certificate in firefighting seminar by (Mr. Mohamad Jadiel).
* **07-02-2011 to 11-02-2011** Certificate in Basic Dangerous Goods Category 6 (Mr. Adel Bekaazi).
* **04-04-2011 to 08-04-2011** Certificate in Advanced cargo and mail handling (Mr. suhail shretehs.
* **02-04-2012 to 03-04-2012** Certificate in Uld Build Up by (Mr. Diab a lmahmoud).
* **25-02-2013 to 26-02-2013** Certificate in Refresher Dangerous Goods Category 6 by (Mr. Adel bekaszi.
* **06-03-2014 to 07-03-2014** Certificate in refresher advanced cargo and mail handling by (Mr. Suhail
* **27-02-2014** Certificate in live animal regulation (Mr. Zaid hadad.
* **17-04-2015** Certificate in Dangerous Goods Regulation Category 7&8 by (Mrs. Rania alamadine
* **20-01-2015** Certificate in Uld Build Up and Breakdown warehouse by (Mr. Diab al Mahmoud )
* **10-02-2015** Certificate in SMS Implementation and control by (Mr. Samih fawaz).
* **03-11-2016** Certificate in Human Factors in ground operation MEAG By (Mrs. Maram Kbar).
* **13-01-2017** Certificate in dangerous goods regulation Category 7&8 by (Mr. Elie Matar.
* **10-02-2017** Certificate in Build Up and Breakdown of Ulds 10-02-2017 by (Mr. mohamad Alhojeri.
* **15-02-2017** Certificate in Live Animal Regulation by (Mr. Ziad haddad).
* **28-02-2017 to 29-02-2017** Certificate in Advanced Cargo by (Mr. Abdalah Hameih).
* Certificate in Volunteer by Beirut marathon association 2004.
* Certificate in Customer Loyalty by Burger King 2007.
* Certificate in Food and Safety Hygiene by Burger King 2008.

**SUMMARY OF QUALIFICATION:**

* Hardworking
* Trustworthy
* Responsible
* Willing to work overtime.

**COMPUTER LITERACY**

Proficiency in MS Office (Word, Excel, PowerPoint)

Proficiency in POS restaurant (omega)

Proficiency in E-CHAMP Cargo system.

Proficiency in Najem Customs System.

 Omega Program.

 Mds Program for McDonald Delivery.

**LANGUAGES**

Fluent in Arabic (spoken and written)

Good in English (spoken and written)

**REFERENCES**

Mr.Suhel Shreiteh Cargo Advisor -01622720

Mr.Toni Trad Customer services in charge-01623390