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Objectives:

To obtain a challenging opportunity within a dynamic organization that encourages both professional and personal growth. Looking for an organization that I can contribute my diverse education and work experience. And make a significant contribution towards increasing the profitability of a corporation by utilizing and honing my abilities as a Senior Export & Import Specialist.

Summary:

Certified Export & Import Specialist from (FTTC) EDA.

With 5 years' experience in the export and import (food and beverage) business, experienced in export sales, procurement, negotiations, and operations. strong logistics professional with a variety of courses and training in logistics, procurement, export sales, international market analysis, and customs clearance from (FTTC, ITC, E.I.F.F.A, SCS).

Education:

- Faculty of Commerce& Business Administration, Helwan University.
- Bachelor of Commerce in May 2018
- Department Foreign Trade Economics "International Economy".
- Cumulative General Estimate: Good

Experience:

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| • Customs Broker Assistant (Internship). | 05/2018 - 08/2018 |
| • Export Sales Specialist At Food Stuff Group | 09/2018 - 10/2019 |
| • Export and Import Supervisor At Tanmia Fruit Valerio Trading | 10/2019 - Present |

Job Responsibilities at Tanmia:

- Analysis of international markets and identify the target markets.
- Preparing the export plan.
- Create a database of importing companies, which working in the company's field from several "paid and free" sources
- Contact the potential clients in the target markets, following up their requests and solving their problems, starting from quoting till closing the deal.
- Managing administration, such as orders, contracts and export documents; and troubleshooting to sort out problems with the exports.
- Negotiating prices, payment, and delivery terms.
- Coordinate and manage all domestic and international shipments with inland hauliers, customs brokers and freight forwarders.
- Follows up on logistical operations, to ensure timely and efficient delivery.
- Follow up export payment collections.
- Preparing the internal and external exhibitions plan.

Job Responsibilities at Valerio:

- Plan and implement all import transportation strategies according to all supplier and customer demand and administer internal movement of all goods and ensure compliance to all government regulations.
- Analysis of international markets and identify the right markets with the implementation of resource strategy and evaluate potential suppliers.
- Partner with suppliers and inventory planners and ensure accurate movement of all international goods and ensure arrival of goods within required timeframe and obtain best freight rates at all times.
- Negotiating prices, payment, and delivery terms with vendor and suppliers.
- Design, evaluate and renew all contracts as per requirement and monitor and prepare reports for all import activities and recommend changes if required
- Administer and implement all custom and border protection for various security programs and maintain compliance to all customer procedures.
- Perform research for various departments for all import and export laws and procedures and maintain knowledge on all tariffs and licenses and collaborate with finance team and maintain inventory of all products and analyze all loan and insurance documents.
- Prepare, maintain and review purchasing records, produce management reports, track the status of requisitions, contracts and orders, approve bills for payment,
- Create spreadsheets with vendor & product or service comparisons of prospective suppliers to support management decisions
- Determine the safety stock based on references and assign the reorder point accordingly to optimize inventory and cash flow.
- Prepare, maintain and review purchasing files and records, price lists, the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, monitor subcontractor performance, calculate the cost of orders.

Courses & Training:

• Customs Clearance Procedures	At Elnabil. -10th of Ramadan Dry Port	05/2018
• Export Basic Course	At FTTC (EDA)	10/2018
• Qualified Export Specialist Program	At FTTC (EDA)	12/2018
• Considering Export Markets	At International Trade Center (ITC)	08/2019
• Export Sales and Negotiation	At International Trade Center (ITC)	09/2019
• Int'l Freight Training for Professionals Export Module	Global Access (E.I.F.F.A)	07/2020
• Procurement Management	Supply Chain Society (SCS)	06/2022

Skills:

Personal skills:

- Communication, Presentation, Negotiation skills.
- Desire to learn.
- Leadership skills.
- Creative skills and ability to solve problems.
- Work effectively in team and individual.
- Able to learn new tasks quickly.
- Able to work for long time.

Computer Skills:

- Microsoft Office (Word , Excel , Power Point ,Outlook)
- Excellent knowledge of advanced search internet & Social Media
- SAP User.

Language Skills:

- Arabic: Native.
- English: Very Good command of both written and spoken English.
- German: basics.

Personal data:

- Date of Birth: 25 /06 / 1996.
- Military Status: Exempted.