



SOUHAIL ESSID

ADMINISTRATIVE AND SERVICE

CONTACT

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- Ajmen

EDUCATION

Bachelor of Business Administration - BBA

Tunis Business School-University of
Tunis

Diploma in kitchen

CSFTH Hammamet Tunis

Certificat

Customs Software

SKILLS

- Creativity
- Communication
- Teamwork
- Microsoft Office
- costumes service
- Critical thinking
- Customs clearance
- Sales
- Invoices
- Preparing Bill Of Land Maritim

LANGUAGE

Arabic
French
english

ABOUT ME

I have skills in sales And customer service , import and export , communication and team work based on what i learned , slove problems and listen to the clients and given option and inspiration to other

EXPERIENCE

Customs Agent import/export

NADEC (North Africa Des Echange Commerciaux)
2020-2024

- I use NDP and have knowledge about customs documents
- I controle the movement of goods
- Use of the Office package for daily tasks and document production.
- I declare goods in TTN Trans Tunisien Trad Net software
- I receipt and processing of goods and regular updates on the status of cargo and mail.
- Negotiations in logistics and funding the best prise for the company

Shipping and documentation Bill of Langing

Shipping Agency MTTC

2019-2020

- Prepare invoices and Bill of land
- Port agent and clearance customs
- customs service
- Communicate with drivers, clients, and internal teams to ensure timely and efficient delivery of goods.

Disptcher logistics

Shipping Agency MTTC

2015-2016

- Assisted dispatchers in coordinating transportation operations, including routing and scheduling.
- Prepared and maintained dispatch documents, including delivery orders, invoices, and shipping manifests.
- Track shipments and update delivery status using dispatching software and GPS tracking systems.