



YASMIN SHAKER

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Performance driven professional coupled with skills in Time management, teamwork and problem solving, Plan the work to be done and organize work procedure and sequence so that deadlines are met.

Strong drive to success with an exceptional aptitude for identifying risks and developing solutions. Ability to work along or with a team. Proven leadership skills include being detail-oriented and managing time wisely.

SKILLS AND RESPONSIBILITIES

Initiative	Ability to present	Fast Learner	Time Management
Team management	Problem solving skills	Process Improvement	Ability to lead
Microsoft office	Strategic Planning	Quality Assurance	Communication skills

EDUCATION

♦ Bachelor of English Literature

Kafrelsheikh University - Egypt

WORK EXPERIENCES & RESPONSIBILITIES

Nov 2022 – to Present

Buying PRO at Nesto Group – UAE

- ♦ Prepare weekly reports with latest data.
- ♦ Generate and distribute internal and external communications.
- ♦ Supporting PR managers with writing, researching and preparation of emails and letters.
- ♦ Receiving, distribute and replying to E-mails.
- ♦ Directly communicate with vendors and suppliers.
- ♦ Managing import documents to insure ease procedures.
- ♦ Communicating with DM related to imported items.
- ♦ Dealing with DM system requirements related to food items.
- ♦ Handling the registrations of food items in DM systems.
- ♦ Submitting, following up and closing inspection requests.
- ♦ Requesting and collecting samples from vendors with coordination with the warehouse team.
- ♦ Delivering & submission of samples to Dubai Central Lab, and follow up for the results.
- ♦ Applying for Consumer Products in DM system (Montaji).
- ♦ Assisting media team with photos of products for the purpose of flyers and advertisements.
- ♦ Handling shipment clearance paper works in Jabal Ali Port.