



Haytham Atef Elesawy

CONTACT

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BASIC INFORMATION

- * **Date Of Birth :** 10 April 1981
- * **Place Of Birth :** El Behera - Egypt
- * **Address :** Dubai. United Arab Emirates
- * **Nationality :** Egyptian
- * **Marital Status :** Married
- * **Military Service :** Exemption from military service

EDUCATION

2003— 2004

Bachelor of Social Services

CAREER OBJECTIVE

To be a part of one of the largest delivery and logistics firms in the world and to learn more about the shipping to broaden my experience and grow professionally.

EXPERIENCE

Over 2 year's hands-on experience in shipping & courier firms and knowledge of shipping procedures from A to Z

WORK EXPERIENCE

Aramex International

2005— 2007

Operations Team member

DUTIES AND RESPONSIBILITIES:

- It was my beginning as a Ground Courier and learned how to collecting and delivering the shipments safely, securely, punctually and in perfect condition.
- Worked in Mailshot unit through :
 - Prepared shipments, such as Airwaybill, shipping orders, or other documents.
 - Packing, seal, labels to prepare materials for shipping.
 - Recording and filing shipment data, such as number of pieces, weight, dimension Packing, e t c .
- ☐ Responsibility of data entry duties into operational systems and load information onto prescribed databases and full knowledge of data entry technologies.
- ☐ Receiving, checking and scan incoming shipments, rejects damaged items, records shortages and Run daily receiving reports for all incoming shipments.
- ☐ Verified and kept records on incoming and outgoing shipments such pack, seal, label to prepare materials for shipping to ensure accuracy, completeness, and condition of

shipments.

- ⑦ Follow up courier's representatives to make arrangements or to issue instructions for pick-up and delivery.
- ⑦ Assisted with operational procedures including sorting, loading and unloading shipments processing and documentation, sending shipment status information.
- ⑦ Responsible for shipping, warehousing, and distribution all special delivery and high value shipments such (Souq.com, Jumia, Procter & Gamble Egypt,)
 - Directed daily warehouse operations ensuring that the shipping plan was completed in a timely.
- ⑦ Handling various huge E-Commerce accounts such (Souq.Com,Jumia,) :
 - Pick-up, delivery and returns process and back office solution.
 - Coordinators shipping for customers, handle customer shipping needs.
 - Send daily reports to all customers included last action for all shipments whether delivered or undelivered.
- ⑦ Assisted and handling various huge cosmetic accounts such (shipments)
- ⑦ Performing cashiering duties.
 - Handled all Cash on Delivered shipments (**COD**) by sending a daily report included action of all delivered and pending shipments for each client individually.
 - Adequate separation of duties which includes cash collecting, depositing and reconciling.
 - Prepared all collections either cash or through deposit bank.

He has enough experience for line haul. routing. Sorting. Rent cars. cargo business at cars transport.

*****Social worker***2007/2010. Ministry of social affairs

- * Responsible for payroll,support and services for individual and families.
- * Head of social unit 2010 to 2018.
- * Managed all social researcher.
- * Worked on student studies.
- * Provided services and solutions for individuals and families.
- * Responsible for payroll,support and services.
- * Oversee some charity organizations and foundations.
- * Throughout the above experience I also gained an experience in creative and problem solving specially under pressure as well as to work within a team.

LANGUAGES

- * Arabic { Native Speaker }
- * English { Good Command Written and Spoken }

COMPUTER SKILLS

- * Windows { All OS System }

**STRENGTHS &
SKILLS**

• **MS Office { All Package }**

- Knowledge of shipping procedures, routes, and rates.
- Teamwork.
- Strong desire to work hard and perform well.
- Ability to manage and complete multiple tasks in a timely manner.
- Able to handle the junior staff and motivate them.
- Warehouse management skills resulting in accurate inventory level.