

Yasmin Ibrahim Zarea

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Objective:

I am Seeking Position where I can build my Experience and develop skill.
Interested to be an active member in the field of marketing, accounting, management and leadership skills can be further developed and applied.

Education Attainment:

Secondary School:

☐ El Orman Sheraton School

High Certificate:

☐ Sadat Academy for Management Science "Banking Department".

Grade: Good.

Courses:

- SCM Supply Chain Management Diploma 2018(ECC)
- CCLC 2014 (the Customs Clearance License Course Ministry of Finance)
- EFSA 2012 (the Egyptian Financial Supervisory Authority)

Experience and Job Field:

ISL SHIPPING AND LOGISTICS (General Manager) (1/2018 – present)

- Full attention and care for the island shipping
- full control on the commercial and operation needs of ISL Co.
- preparing Annual Budget of the Company, and Close Follow-up to reach targets during Year.
- Build and study new capacity / Plans for Company New Projects.
- Direct Reporting to the CEO
- Provide leadership and vision to the organization by assisting the Board and staff with the development of long range and annual plans, evaluation and reporting of progress on plans.
- Oversee preparation of an Annual Report summarizing progress on short and long range plans.
- Ensure performance management and improvement systems, Company-wide committee facilitation including planning, production, staff and Board of Directors.
- Provide recommendations regarding investments and cash strategies.
- Oversee preparation of annual budget, regular variance statements and annual audit.
- Provide recommendations regarding effective utilization of long and short term debit.
- Ensure safety and compliance with quality control standards, regulatory and agreements.
- Assist in development of forms and tools to increase company efficiency and risk management.

LS Egypt Import and Export out Source Logistic Manager (8/2017 – present)
Manage the customs shipments incoming from scratch (Shipping Order, Issuing Bank Documents, Issuing Import and Export Approval, and Clearance Process) to deliver to Client

Winner Trade Import-Export out Source Logistic Manager (9/2016 – present)
Manage the customs shipments incoming from scratch (Shipping Order, Issuing Bank Documents, Issuing Import and Export Approval, and Clearance Process) to deliver to Client.

Logistic Pharma out Source Logistic Manager (4/2016 – present)
Manage the customs shipments incoming from scratch (Shipping Order, Issuing Bank Documents, Issuing MOH Approval, and Clearance Process) to deliver to Warehouse.

Egypt Medical out Source Logistic Manager (4/2016 – present)
Manage the customs shipments incoming from scratch (Shipping Order, Issuing Bank Documents, Issuing MOH Approval, and Clearance Process) to deliver to Warehouse.

Aldawlia Trading Out Source Logistic Manager (1/2016 – present)
Manage the customs shipments incoming from scratch (Shipping Order, Issuing Bank Documents, Issuing Import and Export Approval, and Clearance Process) to deliver to Company Stores.

International Import - Export out Source Logistic Manager (1/2016 – present)
Manage the customs shipments incoming from scratch (Shipping Order, Issuing Bank Documents, Issuing Import and Export Approval, and Clearance Process) to deliver to Company Stores.

Atlas Copco out Source Customs Clearance (1/2016 – present)
Manage the customs shipments incoming from scratch (Shipping Order, Issuing Bank Documents, Issuing Import and Export Approval, and Clearance Process) to deliver to Client.

AB Care Medical Technology Out Source Customs Clearance Manager (5/2015 – present)
Manage the customs shipments incoming from scratch (Shipping Order, Issuing Bank Documents, Issuing MOH Approval, and Clearance Process) to deliver to Warehouse.

AB Care Import - Export out Source Customs Clearance Manager (5/2015 – present)
Manage the customs shipments incoming from scratch (Shipping Order, Issuing Bank Documents, Issuing MOH Approval, and Clearance Process) to deliver to Warehouse.

CO and Partner at Jasmin Advanced Custom Services (5/2015 – Present)
Private business opened from 5/2015 at the logistic field
Get experiences at the customs, clearance and logistics

District Manager at Lebanon Suisse Takaful (12/2014 – 4/2015)

Manage and Lead Four Unit Manager with direct Team Leader for them, Monitoring them every (Day, Week, Month and Quarter) to achieve the criteria for each one of them to achieve our targets.

Branch Manager at Delta Life Assurance (9/2013 –11/2014)

Manage and Lead Four Unit Manager with direct Team Leader for them, Monitoring them every (Day, Week, Month and Quarter) to achieve the criteria for each one of them to achieve our targets.

Senior Unit Manager at Nile Family Takaful for Insurance (4/2013 – 9/2013)

Manage and Lead Three Team Leader and one unit manager with direct sales for them, Monitoring them every (Day, Week, Month and Quarter) to achieve the criteria for each one of them to achieve our targets.

Unit Manager at Nile Family Takaful for insurance (end of 2011 – 3 / 2013)

Manage and Lead Three Team Leader with direct sales for them, Monitoring them every (Day, Week, Month and Quarter) to achieve the criteria for each one of them to achieve our targets.

Team Leader at Nile Family Takaful for insurance (end of 2010 – 2011)

Manage and Lead Team with direct sales for them, Monitoring them every (Day, Week, Month and Quarter) to achieve the criteria for each one of them to achieve our targets.

Team Leader at Egyptian Takaful for insurance (2009 – end of 2010)

Manage and Lead Team with direct sales for them, Monitoring them every (Day, Week, Month and Quarter) to achieve the criteria for each one of them to achieve our targets.

Senior Consultant at Egyptian Takaful for insurance (Mid of 2007 – end 2009)

Sales Insurance outdoors collect my monthly target and plan my work.

Saudi Arabian Airlines (2006 –Mid 2007)

Assistant of human resources manager:

Designing, carrying out payroll, Compensation, Bonuses for employee

Description jobs for employee.

Following up the staff timing "over time"

Participated in planning, organizing implementing strategies to all employees.

Saudi Arabian Airlines (2005 – 2006)

Controlling monitor, receiving and be sure that all document are checked and signed by concerned to procedure and good records.

Checking and reviewing purchasing invoices and issuing checks same to be achieved as following:

☐ Check the invoices from vendor to daily receipt by purchasing department and storing department and insure that all delivery note and purchase orders signed by concerned.

- ☐ Check prices of vendor's invoices as per approved price list.
- ☐ Issue cheque request for vendor according to invoices received.
- ☐ Make journal and enter all date in general ledger in the right account.
- ☐ To ensure book keeping workable as per internal standard to meet the auditor's requirement.

Month End Check List: Before closing the month, ensure that you have completed the following:

- ☐ That all suppliers invoices have been booked.
- ☐ That all cheques received from CAIAA had been recorded.
- ☐ That petty cash expenses have been booked in the general ledger.
- ☐ That the total of the individual balances of the suppliers account agrees with the balance in the control accounts in the general ledger.

Supplier reconciliation and verification.

Daily report submitted account department regarding payable status.

Saudi Arabian Airlines (2004 – 2005)

Accountant in account department as summer training.

Arab African Bank (2003 – 2004)

Accountant in the credit department as summer training.

Skills

Personal Skills:

Able to work under pressure.

Able to work in team group.

Able to be a leader.

Able to get trust from others.

Computer Skills:

Excellent knowledge on operating systems, win XP, 7

Good knowledge of Microsoft Office.

Good Internet user Skills.

Language Skills:

Arabic "Mother Tongue".

Very Good Knowledge of English.

Some Knowledge of German.

Interests:

Listen Music, Driving, Reading and my Favorite hobby Designing.

Personal Information:

Date of Birth: 13/9/1985

Father Job: Top Manager of Custom at Airport.

Mother Job: Manager of Custom at AirPort