

Israa Mohamed Khamis

Address:

209 Malak Hefny st, Sidi Beshr
El Monatazh Alexandria

Phone:

+01203809014

Email:

israamohamed330@gmail.com

Personal information**Marital Status:**

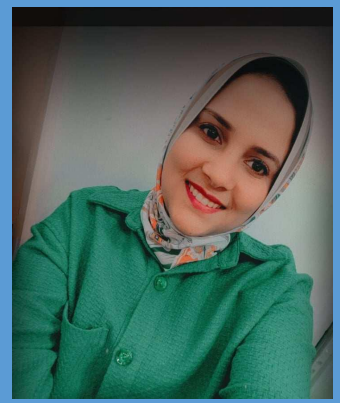
Single

Nationality :

Egyptian

Birthday:

01/10/1995



Summary

Seeking a challenging opportunity to contribute as an influential member of logistics and freight operation team to achieve the firm's strategic goals
I learned how to use Nafza and getting ACID for import shipments

Skill Highlights

- Office management
- Strong negotiation skills
- Strong communication skills
- Able to work under pressures
- Able to work in a team
- Service-focused

Experience

- **Sales /spicalist** (06/2015 – 11/2017)
Responsible of selling and contracting@ **Al- Shaimaa for print shop**
- **Telesales** (09/2018 – 12/2018)
@ **United Company for Pharmacists**
- **Secretary** (12/2018 – 04/2019)
Responsible of Academy Activities & teaching @ **City international school**
- **Accountant** (05/2019 – 08/2020)
Responsible of Accounting and data entery @ **Alexopharm**
- **Import Operations specialist** (11/2021 – 06/2023)
Responsible of import, Nafza , ACID processing and administration @ **KAWANA for Agri services**

Education

Bachelor of Commerce - Alexandria University- 2018/ Grade : Fair

Languages

- Arabic : Mother Tongue
- English : Good Reading , Writing & Speaking

Training

- Customs Clearance coustre @ **The National Institute for Customs Training**
- ICDL @ **Arabian Academy**

Performance

- * Administrative support
- * Database administration
- * Office administration
- * Office management
- * Able to work under pressures
- * Able to work in a team

Technical Skills

- MS- Office Applications (Word , Access Power Point , Excel)