

Sharif Fawzi Abd Alnabi

Personal Resume



Last job

CAREER

Supply Chain & Logistics - Admin Supervisor (2020-2022)

(Logistics - Procurement \Purchasing \ Warehouse and Operation) at Egypt Health Care Facilities EHFS.

Missions:

- Operational Tasks.
- Procurement & Purchasing Tasks. Logistics.
- Administration and HR.

PERSONAL

Date of Birth : 4-9-1983

Marital status : Married

Military status: Finally exempted

ACADEMIC

Faculty Al Alsun

Department German & English Dep.

University Ain shams university

Year June 2009

POST EDUCATION

Educational Diploma (General)
Menofya University
Grade : (V.Good) 2017

LANGUAGES

- ❖ **Arabic** : Mother tongue.
- ❖ **English** : Fluent.
- ❖ **German** : Very good.

Supply Chain & Logistics Leader (Sea/ Air Freight Logistics)

2018- 2020

Miami Global Lines located in the States, Piscataway, NJ (Egypt Outsourcing Branch).

- Using available tools provided by company as Freight Forwarder NVOCC. Company such as US land line, access to make long distances call, WhatsApp and e-mail and service contract with most of shipping lines; I was carrying out below tasks on daily basis.

Operation & Logistics E-mailing Queue Account Manager

2015- 2017

**(Zen Desk e-mailing Queue) at
Careem Company for Car
Booking and transportation
solution.**

Office Manager & HR Recruiting Manager

2011- 2014

**Al-Wasl collection company
(6 Pence) Kingdom of Bahrain
and Sultanate of Oman.**

Ground Services Expert 2009- 2011

(EAS) Sharm El Sheikh Airport

SKILLS

- **COMPUTER SKILLS**

- ❖ Excellent in the Microsoft office.
- ❖ Excellent in the internet browsing.

- **FUNCTIONAL SKILLS**

- ❖ Planning and communicating .
- ❖ Planning and organizing different activities in different aspects on the student's level and youth level.
- ❖ Organizing cultural activities and entertainment events.
- ❖ Coordinating media coverage for different events.
- ❖ Registration process of different fairs.

COURSES

- **Supply Chain Diploma** (Online / in progress).
- **Supply Chain Management course (Import – Export)** (Miami Global Lines / online).
- **Career Management Course** (EHFS)
- **Airport Ground Services course (Ramp & Launch)** (EAS / Sharm El Sheikh Airport).
- **Fraud Cases Undercover course** (EAS / Sharm El Sheikh Airport).
- **Customer Service course** (Expedia Canada).
- **Booking (Sabre System course)** (Expedia Canada).
- **Banking & Collection course (Banking – Telecom)** (6 Pence – Kingdom of Bahrain).
- **ICDL course** (YAT Training Center).
- **Professional Office course** (Ministry of Social Solidarity).
- **Human Development course** (Ministry of Social Solidarity).
- **German Language course** (Goethe Institute).

Objectives & Achievements.

1-Managerial skills.

- **Account Manager** (Billing and collection team – Banking & Telecom) leading a team of collectors, training them the product knowledge and how to achieve the target, and how to be a contact person between the client and the company.

2-Logistics Supervision Background.

- **Sea Air Freight Export Supervisor** (Responsibility to handle door to door shipments starting from the client request and booking matter, contacting the shipping lines around the world to get the best quotation passing through the insurance matter and let the goods reach safe to the client yard.)
- **Training newcomers and lead a team of export specialists.**

3-Office Manager and Personal Assistant.

Running the secretary team of businessmen's and performing the role of personal assistant by preparing the meeting and invitations from the related ministries, recoding minutes and prepare weekly plans.

4-Recruiting and HR

5-Customer Services, Client Relations Expert & Training Skills

Over 10 years experiences dealing with customer in different fields (Collection \\ Sales \\ Customer Care ...) and training new joiners.