**ALAA MOUHAMMAD SHAHOUT**

Lebanese Village

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SUMMARY

My objective is to seek a challenging job that enables me to utilize my strengths, skills and creativity to be real value added and achieve greater practical excellence to build a successful career in the field

PERSONAL DETAILS

Nationality: Syrian

Marital Status: Single

Date of Birth: October 11, 1983

EDUCATION

**Arab Academy for Science & Technology & Maritime Transport**

Undergraduate – 4th Year in Maritime Transportation - 2001-2004

EXPERIENCE

FIELD: SHIPPING & TRADE

**Golden Gate Company** - Syria 2014-2016

Department Manager (Export Department: Air & Sea Freight)

* Primary client liaison. Receive orders from clients and process all requisite documentation
* Organize the air or sea freight based on requirements.
* Handled all Bills of Lading, based on container type
* Handled all communication with the various shipping companies and airlines.
* Coordinated with other branch offices and partner companies
* Contact the border customs agencies to coordinate arrival and processing
* Supervised the customer service team
* Accounting – Al Ameen System

**Al Hilal Transport & Transit Company** – Syria 2009-2011

Department Manager (Export Department: Air & Sea Freight)

* Same tasks as above

**Al Kerdi Shipping Company** – Syria 2004-2008

Assistant Manager/Accountant Ship Broker

**Zad International Company for Custom Services –** Syria 2003-2004

Finance Assistant

SKILLS

* Field Skills: multi-tasking, pro-active problem solving, communication skills, effective customer service, team work
* Personal Skills: public speaking and persuading, presentation, proper etiquette

LANGUAGE SKILLS

* Arabic – Native Language – Fluent (Reading, Writing & Speaking)
* English – Second Language – Very Good (Reading, Writing & Speaking)

COMPUTER SKILLS: Microsoft Word, Excel