

# EMAN HASAN ALI EBRAHIM

*Ambitious and dedicated to being an asset to the organization I will be joining to, using knowledge, skills, and strong work ethic to succeed as a member of the team.*

## PERSONAL INFORMATION

### NATIONALITY:

Bahraini

### MOBILE NO.:

00973 - 39580395

### E-MAIL ADDRESS:

[Emanebrahim201401167@gmail.com](mailto:Emanebrahim201401167@gmail.com)

## LANGUAGES

- Arabic (Fluent spoken and written)
- English (Excellent spoken and written)

## WORK EXPERIENCE

**January 2022 – Present    TRANS-CONTINENTAL SHIPPING, HOORA, Kingdom of Bahrain**

Position: Freight Forwarding Administrator

- Air freight team leader
- Handling and executing Air, Road, and Ocean Shipments (Imports, exports, and trans-shipments).
- Sending RFQs to local / international agents, airlines, shipping lines.
- Handling the quotations and pricing for Air, Road, and Ocean shipments
- Interact with clients to address their concerns, answer their questions, and provide them with the latest updates regarding their shipments.
- Updating the database system with the shipments details, analysing profit and expenses, and uploading the related documents to the system
- Issuing invoices and following up on payments.

## EDUCATION AND QUALIFICATIONS

**September 2015 – July 2020    Bahrain Polytechnic- Isa Town, Kingdom of Bahrain**

- September 2015 – July 2020    Bachelor of International Logistics Management (BILM)
- September 2017 - July 2019    CILT International Diploma in Transport and Logistics
- September 2015 – July 2017    CILT International Certificate in Transport and Logistics
- February 2015 – July 2015    International Computer Driving License (ICDL)

## CERTIFICATES

**August 2021 – September 2021    AlMoalem Institute – Seef Area, Kingdom of Bahrain**

NOCN Certificate in Using Employability Skills – Entry level 3

- Health & Safety Procedures in the Workplace
- Using ICT Skills in a Work Place
- Using Communication Skills in the Work Place
- Action Planning to Improve Performance

## KEY SKILLS

- Proficient in Microsoft Office (MS Word, MS Excel, MS Outlook)
- Adaptability and flexibility
- Teamwork and collaboration
- Resilience and stress tolerance
- Planning and organizing
- Problem Analysis and resolution