

RAMADAN MOHAMED

EXPORT COORDINATOR

CONTACT

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PERSONAL DATA

Nationality: Egyptian | **Gender:** Male

CAREER OBJECTIVE

Dedicated professional with extensive experience in export management, logistics, and customer service, aiming to leverage my skills in international trade and business development. Passionate about fostering strong relationships with clients, optimizing processes, and ensuring seamless export operations. Committed to achieving organizational goals through creativity, effective negotiation, and meticulous attention to detail. Eager to contribute to a dynamic and growth-oriented company.

EDUCATION

- **Bachelor of Law, Alexandria University, 2010**

WORK EXPERIENCE

- **Faroplast for Toys**
- **Export Coordinator (2021 – Present)**
 - Managing export deals from start to finish and handling all shipment-related documentation.
 - Attending international exhibitions.
 - Conducted business travels to various countries, including South Africa, Tanzania, and Germany.
- **Extra Global Company**
- **Assistant Export Manager (June 2020 – 2021)**
 - Oversaw the export of agricultural crops.
 - Closed export files upon shipment receipt confirmation and managed payment collections.
 - Prepared high-quality documents for customs procedures in both exporting and importing countries.
 - Handled all shipping documentation, including bookings.
 - Followed up with shipping and clearance agents regarding requirements and invoices.
 - Drafted technical specifications and product details for exports.
- **Elbostan for Reconstruction and Agricultural Development**
- **Export Coordinator (2018 – 2020)**
 - Managed logistics and export documentation processes.
- **Vodafone**
- **Customer Service Representative (2015)**
 - Assisted customers and provided problem-solving support.
- **Elhelw Style for Office Furniture**
- **Sales Representative (2012 – 2015)**

COURSES AND CERTIFICATIONS

- ICDL (International Computer Driving License)
- HR Specialist
- Export Program (FTTC – Foreign Trade Training Centre)

PERSONAL SKILLS

- Strong Analytical Thinking
- Effective Communication
- Leadership and Team Management
- Problem-Solving
- Time Management
- Attention to Detail
- Adaptability and Flexibility
- Decision-Making
- Strategic Planning
- Conflict Resolution
- Multitasking
- Emotional Intelligence
- Creativity and Innovation
- Organizational Skills
- Client Relationship Management

LANGUAGES

- **Arabic:** Native
- **English:** Good