

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

WORK EXPERIENCE

NATIONALITY:

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

Position: Freight Forwarding Administrator

Bahraini

- Air freight team leader

MOBILE NO.:

00973 - 39580395

- 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.

E-MAIL ADDRESS:

Emanebrahim201401167@gmail.com

LANGUAGES

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

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