

Bassem Soliman's curriculum Vitae



Personal Information:-

Name: Bassem Mohamed Soliman

Address: Jeddah, Kingdome of Saudi Arabia

Palestine St, Behind MED petrol Station

P.O. Box: 21311

Postal Code: 101153

Mobile: +966 0558075530

Email: bassem.soliman@yahoo.com

Gender: Male

Date of Birth: 28/06/1985

Nationality: Egyptian

Visa Status: Residency Visa (Transferable)

Marital Status: Married

WORK EXPERIENCE

Logistics Controller

At International Timber Company (Itco) www.itco-sa.com

Location: Jeddah, Saudi Arabia

Company Industry: Sales & Marketing

Job Role: Logistics

February 2014 - Present

Activities and Responsibility: -

- Monitors and maintains current inventory levels
- Communicate with the freight forwarders and keep track of all shipments and their locations.
- Report A daily , weekly , monthly report to Logistics Manager
- Daily Vessels Report to General Manager
- Performs miscellaneous job-related duties as assigned
- Tracking Shipments and update arrival date with the customs brokers.
- Schedule and coordinate deliveries to the warehouses with the customs brokers and avoid charging company any detention or demurrage fees
- Analyze warehouse receiving documents and compare with packing list
- Post PO on ERP
- Schedule and coordinate deliveries to the branches and wholesale customers

Importing Manager

At Al Hamd Company for Importing Wood

Location: Alexandria, Egypt

Company Industry: Sales & Marketing

Job Role: Purchasing/Procurement

January 2011 - May 2013

Activities and Responsibility: -

- Manage the purchase orders & supervise the elementary procedures like Finding potential foreign suppliers & negotiating to get the competitive prices and the best terms of delivery and payment
- Follow up with suppliers until the goods are being ready for shipping.
- Communicate with the freight forwarders and keep track of all shipments and their locations.
- Prepare all necessary documents for customs clearance and Send Payment Authorizations to the bank.
- Schedule and coordinate deliveries to the warehouses with the customs brokers.
- Prepare, maintain & organize all files & records of the procurement using the accounting program
- Analyze and report the whole cost & paid charges for each purchase order being received.
- Review & supervise the accounts of suppliers, freight forwarders & customs brokers with the finance department to make invoice reconciliation for each shipment.
- Prepare the all reports of inbound shipments and solve any problem appeared.
- Evaluate suppliers performance and search for new sources of supply.

- Follow up with the sales and warehouse departments to know the fast moving materials and share in specifying the actual demand & the suitable plan to satisfy our clients.
- Evaluate & recommend shipping lines & customs brokers.
- Plan & prioritize daily follow-up actions
- Support in increasing Export range through marketing the local products & doing mutual import-export business.
- Review & supervise issuing and preparation of all export documents

Sales Representative

At Alexandria Contracting & Trading Company

Location: Alexandria, Egypt
 Company Industry: Sales & Marketing
 Job Role: Sales
 September 2008 - December 2010
 Whole Sales

Port Operation Supervisor

At Arab Spanish Maritime Company

Location: Alexandria, Egypt
 Company Industry: Marine Services
 Job Role: Logistics
 April 2006 - July 2007

Language :-

Native Language: Arabic

Other Language: English

Understanding		Speaking		Writing
Listening	Reading	SPOKEN Interaction	Spoken Production	
Good	Good	Good	Good	Good

Education:-

Bachelor's degree, Business Administration

At King Marriott University Alexandria

Location: Alexandria, Egypt

Completion Date: September 2007

Grade: 60 out of 100

Computer Skills:-

Microsoft office & word

Personal Skills:-

An outgoing and likable personality

Confident and authoritative speaker

Strong presentation skills

Confidence in My own abilities

A high degree of self-motivation

Resilience and persistence

Ability to communicate with people at all levels

Strong negotiation skills

Able to work on my own initiative and as part of a team

Good time management