

Basem Said Ebrahim Emara

Contact information:

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Personal Information

Birth date: 4th August 1974

Marital Status: Married

Military Service: Exempted

Nationality: Egyptian

Driving license: Full & own a car



Summary Experience:

Establish a shipping & Logistics company and complete all approvals based on my qualifications and Experience certificates.

Finish project for **LCL consolidation** shipments at Badr Dry Port at Ain Sokhna Egypt

Responsible Supervision and follow up on all shipments **Import / Export** (Sea / Air) shipments / cross shipments, arrange with international suppliers, also local / international customs and transportation procedures to assure of all business are done with onetime until delivery to warehouse.

Cooperates with company internal departments such as accounting, sales and warehouse.

Supervision of and handling all types of commodities as follows;

Network accessories and cabinets / Fiber and cooper Cables, Electric products, Lighting products, Communications products, Hardware, computers, PDU, valves, Pumps ,machines , electronics devises and software, factories raw materials, oil & gas equipment, Aircraft spare parts and accessories, water filters and accessories, Solar energy equipment, electric Control panel, Firefighting equipment ,Food ,Vegetables and Fruits ,Chemicals .)

Computer skills:

I'm efficient in computer skills MS. Word, MS. Excel, MS. Power Point, Email, and Internet.

Languages

- Language Level
- English V.Good in spoken and writing

Target Job

Job Status: Full Time - Location: Any country

Education

Graduated from Cairo Technical Institute 1995.

FIATA Diploma –(Freight Forwarding) from Arab Academy for Science,2013.

Training Courses Attended

Egypt Air Basic cargo skills

DGR at Egypt air Airport 2019

Sales course from American group in AIG Co. Cairo, Egypt.

English Course at AXON institute & developing my language skills Cairo, Egypt

Marketing& Sales course Concepts from EIFFA, Cairo, Egypt.

Letter of credit from Global Access, Egypt.

Incoterms 2012 from Global Access Cairo, Egypt.

Business letter 2013 from ORASCOM Cairo, Egypt.

WORK HISTORY AND EXPERIENCE

PlanetX Co. /(Manufactory PEMALL)

**Supply Chain Section Head ((8/2023-
until now) (Cairo**

Job description:

Searching for new suppliers to get competitive rates to meet our company requirements

Negotiation with suppliers focusing on payments terms and shipping terms also goods readiness.

Managing and handling all foreign purchasing processes for Egypt head office.

Prepare foreign purchase orders, and review requisitions for materials or merchandise as per planed from our technical or sales departments.

Issue purchase order as requested ensuring on-time delivery of the required quantities based on terms & conditions and share it to the supplier.

following up with financial departments to clear supplier advanced or remaining payments.

following up on suppliers to arrange all documents on CargoX Platform requirements.

Make sure of all the documents (CI,PL,COO,B/L.,etc) are perfects and no missing any details up to receiving in our office.

Review and follow up on all foreign purchase orders requested by all concerned parties/departments.

Prepare NAFEZA window and got ACID# for Sea shipments and follow on NAFIZA/MTS up to finish shipments requirements or any prior approvals from Egyptian customs.

Negotiate with international freight forwarders to achieve the best freight offers and best service.

Monitor shipments to ensure that goods come in on time, and in case of problems trace shipments and follow up on undelivered goods.

Prepare all invoices related freight and review all amounts.

Coordinate with the supplier regarding the expected shipping time and confirm the documents required for shipment to avoid any problems that impede the shipping process.

Follow up the arrival of the goods and coordinate with the customs clearance officer and Truckers to end the customs release procedures up to our warehouse.

Ensure that all Arrival notes is entered into the system.

Universe Distribution for computers. / Senior Purchasing and Logistics Egypt, Qatar & (UAE. (8/2020- 7/2023) (Cairo

Job description:

Handling all foreign purchasing and logistics processes for UAE and Qatar branches.
calculate international freight charges to determine whether the purchase of the materials or equipment is economically feasible.

Prepare price comparisons to ensure compliance with the agreed-upon contract price.

Analyze price proposals and other data and information to determine reasonable prices.

Negotiate with international freight forwarders to achieve the best freight offers and best service.

Monitor and follow applicable international laws and regulations.

Preparing ACID in NAFEZA platform also help suppliers in Cargo X Platform

Prepare foreign purchase orders, solicit bid proposals, and review requisitions for materials or merchandise Follow-up with vendors to expedite the goods.

Issue purchase order as requested ensuring on-time delivery of the required quantities.

Review and follow up on all foreign purchase orders requested by all concerned parties/departments.

Administer contracts with international suppliers, vendors, and other representatives.

Monitor shipments to ensure that goods come in on time, and in case of problems trace shipments and follow up on undelivered goods.

Issue purchase report reflecting the status of purchase orders even if they are opened or closed.

Prepare all invoices related freight and review all amounts.

Coordinate with the supplier regarding the expected shipping time and confirm the documents required for shipment to avoid any problems that impede the shipping process.

Follow up the arrival of the goods and coordinate with the customs clearance officer to end the customs release procedures.

Responsible for export /Re Export shipments from Egypt up to our clients or vendors.

Ensure that all data is entered into SAP system

Intelligent Micro Solutions LLC. / Logistics Manager

Basic Function of Position: Logistics and Supply chain

(2/2018- 7/2021) (Cairo)

Job description:

Managing with suppliers communications Purchase orders as follows:

Cooperate with financial Dep for Payment term check our transfer for CIA, CAD, L/C, T.T.

if L/C follows on all instructions related in shipping correct,

Check on Invoice (value for insurance & Packing List (description of goods) as we agreed with supplier,

Arrange shipments Term EXW, FCA, FOB ...etc.

Check the readiness for shipment with supplier

Choose best Shipping Type (FCL/LCL/Air /Express) for the cargo,

Check for our requires Stamps & legalizations (chamber of commerce / Embassy) and all other documents and certificates at origin supplier,

Make insurance order with local insurance companies,

check with Shipping Companies for rates and shipping terms,

Contact forwarder companies or Lines to get on best rates & services ensure that the shipping method / Equipment is match for the type of goods & Packing (stackable or not + labels, lashing, etc.,)
Check for all document's details for B/L, C/O, Invoices, EUR1, others certificates match all commodity details, also for free zone services.

Preparing and Fill out Form 4 for the Banks for all shipments,

Preparing and fill out other Forms as (Authorizations, Request for transfer and storage under customs, approvals) also for free Zone requirements

Preparing all company documents for Clearance and check for expire as follows,

(Delegations, power of attorney, Credit Card Commercial Registration Tax Card, Card dealing with customs, any special Approvals)

Preparing all shipment documents for Clearance,

(B/L, INV, P/L, C/O, EUR1, catalogs, D/O) and all details is correct,

Follows with financial Dep on all payments for (shipping /Freight companies. THC, Storage, Trucks, lashing, packing, customs duties, customs clearance ...etc.)

Provide all correct documents to Clearance man and Cooperation to clear all kind of shipments with best time.

Also, Follow-up with clearance process for committees, reveal, Preview, Valuation, Taxes, drawing samples for the import committee Laboratory result, up to the final releases from customs duties then trucking to our warehouse,

Support sales person to contact the client for any asking or issues, up to finish delivery order to clients.

Review the invoices for customs, clearance or any other invoices with financial Department

Organization of finished shipments with warehouse management to enter all shipments also on system.

Solve all emergency problems with any party to the shipment.

In Export Case Work with product managers and sales team to improve delivery services to customers.

Prepare and provide documents to customers "Export case "in accordance with the terms of shipment standard operating procedures, track the shipment until the safe delivery to the customer and provide him with all shipment details that he needs to track the shipment and to clear it.

R and A Logistic Company / General Manager (2/2015- 1/2018) (Cairo)

Job description:

- Help for company got EIFFA / FIATA / WCA / GAA membership

- Cooperation with our Agents for DAP & Door /Door shipments Praising / inquiries & Handling.

Manage all the company's Operations Sea /Air freight Overseas for EXP or IMP

For Perishable goods and repair and return shipments ,

Include cross shipments between different countries around world.

- Arrange for All Sea / Air shipments Export or Import from A to Z with agents and shipping lines, to Meet cost, productivity, accuracy and timeliness targets for my clients
Working in multiple fields.

- Also contacts with suppliers and clients or our agents to arrange Export shipments

Instructions For all Documents as (PL / CI / COO, B/L / legalization and any special certificates), also preparing Bookings,VGM,SI, start open Form13 preparing INV+ P/L,COO.

- Provide alternatives to client for matching Transit time / freight rates with other services rates.
- Coordinate with all parties like (client / Shipping orders with shipping line or Air lines / Clearance man / Customs / Trucking) for the shipment.
- Keep track of all the details like (Booking details, T.T, FOD, THC, SD, VGM, or any especial Required or other data)
In case client have L/C for Export or Import shipment, must follow on conditions of L/C to match with all documents like Invoice / Packing / B/L / COO.
- keep on to find best solutions and solve for any problem possible will face our shipment.
- Assist my account Dep for issue Invoices for Agents / Clients.
- Good relationship with many freight forwarders in Egypt or overseas agents.

**ALTAYYAR For shipping Co. sister Company of NILE AIR Member of AL TAYYAR Group
Branch Manager (1/2012- 1/2015) (Cairo)**

Job description:

Responsible for the Sales of 3 GSA (NP/MS/SV)
in Egypt market with major customers B2B – and freight forwarders,

Handling all import and Re-Export shipments For Nile Air.

Selecting sales team and training

Continuous motivation of sales group to achieve set targets.

Negotiates agreements and resolves potential issues or problems with clients.

Implements customer service procedures to ensure customer satisfaction

Generate management reports for performance evaluation, and partake in visits and tele sales

Cooperation with our agents to get best rates and service

Cooperation with operations management to arrange dates of all Ocean / Air /Trucking /clearance / Insurance shipments based on the company policy,

Follow up with the financial management of all customer accounts,

Manage the selling process to external customers, including pricing contract negotiations.

Maintain relationships with top accounts and participate in sales calls.

Pro-actively search, qualify, develop and engage into new customer relationships.

Report to the Sales Area Manager with all progress, keeping them updated on the Progress of the staff and the completion of sales targets.

Use their initiative to source new clients. This includes following leads, visiting potential clients and giving sales presentations.

Attend any conferences with sales team and functions where the promotion of the company's services is possible, and they must prepare and give sales presentations.

Give accurate advice to potential and current customers regarding the services available, offering arrange of moving solutions appropriate to the client.

Also contacts with suppliers and clients or our agents to arrange Export shipment

Instructions For all Documents as (PL / CI / COO, B/L / legalization and any special certificates), also preparing Bookings,VGM,SI, start open Form13 preparing INV+ P/L,COO for.

PANWORLD Freight Forwarder & Clearance Co.

Sales Manager (2003 to 2007 & 11/2008 to12/2011) (Cairo).

- Leading sales team and their Training
- complying with the company's policy and its instructions
- Innovating Marketing Solutions
- Working with other department managers
- enhancing the company's policies
- Following up all reports of the sales team
- Negotiating with agents & local shipping /air lines
- Visits clients & trying to build a good relationship
- referring reports to GM or the Owner
- formatting & follows on offers Air /Sea FCL/ LCL / Trucks / Clearance
- Air & Sea Operations

Skills:

Logistic knowledge | Problem-solving | Analytical | Adaptable | Leadership |
Supply chain knowledge

Should your choice upon me, I can assure you that I'll endeavor with diligence and attention

To deserve your respect and consideration.