

HAZEM ABD EL-RAZEK MOHAMED

Logistics Specialist

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Birth date: **Feb, 20th, 1988**
Military status: **Finished**
Marital status: **Married**

WORK EXPERIENCE

Logistics specialist

July 2019 - Till Now | **SAFAAN Import & Export Company**

Involved in the entire import process starting with identifying the required commodity and ending with its inventory in the warehouse. Assisting in the daily procurement activities as well as bookkeeping and cost analysis

- Continuously sourcing new Chinese suppliers and shipping agents to assure the best possible prices vs. quality.
- Drafting and finalizing recurring deals terms with our current vendors.
- Revising documents cycle of shipments with the suppliers (Bill of Loading / Invoice / Packing list / Certificate Of origin).
- Handling shipments documents with Company Customs Agent for bank approval and for containers release from Customs Authority to the warehouse.
- Negotiating payment T&C for every new order with different banks to get the best deal. Then following up the documents approval for customs.
- Performing a thorough inventory to check for missing or defected item
- Monitor and track supply chains and shipments to ensure consistency and timeliness.
- Engage in regular and professional communication with clients regarding order status and updates.
- Maintain punctual delivery schedules aligned with our Mangement expectations.
- Record and update shipment data, inventory, and orders accurately.
- Identify and correct shipping or order errors to ensure client satisfaction.
- Keep inventory databases updated and accurate.
- Coordinate and manage accurate and on-time shipments across various transportation modes.
- Verify accuracy of outgoing and incoming orders and shipping documentation.
- Troubleshoot and resolve any logistics or delivery-related issues.
- Prepare shipping invoices, bills of lading, and other relevant documents.
- Oversee production and delivery timelines to ensure operational flow.
- Responsible for Public relationship with our Chinese Factories while Visiting Egypt including (Flight ticket Reservation , Hotels Booking , Plan their Stay , Plan Thire meetings with our managements)

Sales Exective

April 2017 – June 2019 | Etisalat Misr (Damanhour Retail Branch).

- Act As Team Leader for Handling The Customers Requests Or Complains for Company Services & Keep performance level To achieve the Monthly Sales Target.

- Responsible For Daily Warehouse Inventory & Follow Up with Main Company Warehouse.
- Responsible For Knowledge Team (Follow Up with Company updates /Strategies / Policies / New Products /Newcomers Employee).

Sales Representative

October 2014 – March 2017 | Vodafone (Damanhour Retail Branch).

- Achieve The Monthly Sales Target (Get The Area Best Target Achiever For June & July 2015).
- Handling Customers Request & Complaints.

Accountant

May 2014 – October 2014 | El Bana'oon (Tarek Hafez) Co.

- Handling Compant Bank Accounts .
- Follow Up Income and expenses For Our Projects.

Call Center Agent

March 2013 – April 2014 | Raya Contact center (Etisalat Misr call center project) .

- Achieve The Monthly Target For Best Average Handling Time for call.
- Handling Customers Request and Complaint .

Cashier in a Take away Restaurant

Aug, 2012 - Feb 2013

- Handling Customers Request With Follow Up Between (Delivery Time & Cooking Time)

Accountant

Feb 2010 – March 2011 | El Bana'oon (Tarek Hafez) Co

Handled huge projects for customers including: El Sweedy for cables / El Sweedy for steel Factories in 10th of Ramadan, SODIC, 6th of October new office building

- Performed 2010 annual balance sheet
- Prepared tenders for building and electrical materials and heavy equipment, comprises quality and prices
- Handled all official governmental transacts, including taxes and social insurance and also responsible for the fields stores

EDUCATION

Bachelor degree in Commerce

June , 2010 | Faculty of Commerce (Alexandria University)

COMPUTER SKILLS

Microsoft Excel
Excellent

Microsoft Word
Excellent

Microsoft Power Point
Very Good

COURSES

- **CMA**, Global Alex Training Center (*the economic part*)
- **English** Conversation Course, International British Institute, IBI
- **Bookkeeping** Course, EAAC Training Center