

Dina Al-Ameri

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Nationality: Yemeni | LinkedIn link: www.linkedin.com/in/dina-gehad-2b731830a | Fully mobile – available to relocate immediately

PROFESSIONAL SUMMARY

Detail-oriented professional with strong experience in logistics, procurement, supply chain management, and marketing. Skilled in handling RFQs, supplier negotiations, export documentation, and international shipping. Proven ability to coordinate between suppliers, freight forwarders, and clients to ensure on-time and cost-efficient delivery.

EXPERIENCE

Administrative Assistant

Uni-valley for Agricultural Development, Cairo; Egypt (3 months)

- Designed and implemented a structured document flow and document management system for all company operations.
- Oversaw recruitment processes, conducted interviews, and participated in hiring decisions.
- Monitored employee attendance and managed the company's attendance and leave system.
- Coordinated interdepartmental activities to ensure smooth workflow.
- Organized and maintained company administrative documents and records.
- Prepared regular reports for management on workflow status and potential issues.
- Created standardized templates and forms to unify processes across departments.
- Assisted in administrative decision-making as needed.

Export & Logistics Coordinator

Uni-valley for Agricultural Development, Cairo; Egypt (2024-2025)

- Developed and prepared competitive quotes and pricing strategies to enhance customer satisfaction and drive sales.
- Drafted and negotiated export contracts, ensuring clarity and compliance with international trade regulations.
- Maintained effective communication with customers to address inquiries and foster strong relationships.
- Prepared essential export documentation, including invoices and certificates of origin, ensuring adherence to international standards.
- Coordinated shipping logistics with transport companies, optimizing delivery timelines and reducing costs.
- Managed inventory and storage solutions, improving efficiency and accuracy in stock management.
- Monitored and tracked shipments, ensuring timely delivery and proactive resolution of any issues.
- Collaborated with customs brokers to facilitate smooth customs clearance processes.

Procurement and Logistics Coordinator:

Yemen Milestone for Oilfield Services (YMFOS) Co. Ltd. (01-Jan-2019- 2025) - (Remotely)

- Receive RFQs (Requests for Quotation) from clients and actively source competitive pricing from suppliers, manufacturers, and agents in both local and international markets.
- Calculate the total cost and add the company's markup to prepare the final quotation.
- Submit offers based on client specifications and follow up for evaluations.
- Validate and record requisition orders according to established company criteria.
- Evaluate prices on returned quote forms and prepare them for management approval.
- Upon approval, create and process purchase orders to suppliers.
- Ensure the order matches the specified requirements.
- Track payments and ensure they match the agreed terms with suppliers.
- Inspect received goods to ensure they are in good condition and meet the required specifications.
- Prepare invoices and submit them to the client for payment.
- Update and maintain tracking records for procurement items and their transportation.
- Compile and analyze data to prepare accurate, timely reports of procurement activities.
- Establish strong relationships with suppliers and assist in developing a comprehensive supplier database with all relevant documentation.
- Maintain accurate documentation for procurement and logistics processes.
- Scan and upload all procurement documentation into the designated procurement folder for proper record-keeping.
- Prepare and share weekly updates on logistics and procurement activities with relevant teams.
- Review monthly financial reports and provide constructive feedback for improvement.
- Support monitoring of warehouse conditions to ensure timely dispatch and delivery while maintaining quality standards.
- Organize and distribute transport of materials and equipment in compliance with company procedures.
- Perform transportation tasks using corporate commodity tracking systems as required.
- Follow up on the implementation of audit recommendations and management actions to ensure compliance.
- Ensure that bid delivery forms are properly completed by respective bidders.
- Prepare and submit full support documentation for all procurement activities to finance for payment processing.
- Prepare delivery notes and invoices for clients to facilitate payment processing.

Marketing and Public Relations Assistant

Yemen Milestone for Oilfield Services (YMFOS) Co. Ltd. (01-JAN-2018 To 01-Jan-2019)

- Studying the organization's objectives, promotional policies, and needs to build public relations strategies that influence public opinion and ideas, and services.
- Ensures validation and recording of Requisition Orders according to established criteria.
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- Prepare the marketing plan proposal & budget and submit it to the direct president.
- Implement the annual marketing plan
- Prepare and submit PR reports
- Manage PR issues
- Manage all marketing materials, website updates, and social media presence on behalf of the Company
- Continually evaluate the public relations strategy

EDUCATION

Bachelor's degree in International Business Administration

International University; Sanaa, Yemen (2014 – 2018)

Diploma of English Language

YALI Institute, Sanaa, Yemen., (2012-2014)

TRAINING PROGRAMS

Training in Marketing (Lending Officer)

National Microfinance Foundation (NMF) For One Month:

Training in Human Resource (HR)

National Microfinance Foundation (NMF) For One Month:

COURSES

Advanced Excel Course.

TAGE- Training (AGCA-ITC); Sanaa, Yemen.

Technology Awareness

GDG Sanaa & Kamaran Center; Sanaa, Yemen.

Women Political Empowerment.

Baader Foundation for Development, Sanaa, Yemen

Diploma in Human Development.

Golden Gate Institute; Sanaa, Yemen.

Disaster Risk Management Policy

IFRC, Online Course

Logistics in Emergencies

IFRC, Online Course

SKILLS

- Customer Relationship Management (CRM).
- Accelerant Learner.
- Excellent in Business Writing and E-Marketing
- Prioritize tasks & meet deadlines independently
- Leadership & Company Management
- MS Office (Excel, Word, PowerPoint, outlook)
- Time Management & Organization
- Problem Solving & Decision Making