

Ibrahim Muein Ghanem BSc.

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Erbil – Bakhtyari

DoB: June 13, 1992

Work Experience

1. Logistics and Operation Coordinator, Starlight Airlines - Maritime Aug 2019 – Present

- o Supervising and coordinating teams of the company in the main office and the small sectors such as “warehouse team, airport team, transportation team and, operation team”.
- o Coordinating and follow-up among suppliers/vendors, freight forwarders, and 3rd party companies to manage purchase orders, import, export, warehouse storing, and shipments movement.
- o Field inspection: Checking and inspecting the goods for export/import shipments.
 - Visual inspection:
 - Quantity check.
 - Dimension check.
 - Status conditions.
 - Safety of goods.
 - Review of documents (ITP, data sheets, approved drawings, unpriced PO, packing list and other documents subjected to review).
 - Pre-shipment inspection: Packing check according to packing list.
 - Issuance of inspection reports (IR) & (IRN) with photos and findings.
- o Preparing tenders proposals–contracts
 - Commercial part
 - Technical part
 - Moving Plan
 - Road surveying (road checking - weather and tidal conditions – checkpoints)
 - Safety procedure (ship and terminal safety issues and regulations - arrangements for safe access to/from the ship)

- Loading and offloading plans (loading and offloading equipment's, type of vehicle – container, lashing, terminal requirements/procedures for shifting)
- o Weekly planning and, reporting to the team leader and office manager about security checking for airport team, equipment, and warehouses.
 - Vehicle (registration papers, safety equipment, vehicles status, drivers status, security instructions)
 - Equipment (security – safety clothes – communication devices – ID validates)
 - Storing (quantity – condition – warehouse temperature control)

2. Logistics and Operation Assistant, Starlight Maritime May 2019 - Aug 2019

- o Administration
- o Mailing
- o Accounting & finance (reporting invoices for finished job to accountant department, reporting airport expenses, drivers payments)
- o Documentation & data entry (vendor, customers, partners lists and finished shipments profiles)
- o Logistics (tracking, daily updates, reporting arriving shipments to airport team)
- o Organizing vehicle delivery (kind of vehicle, checking roads, weather, arranging gate passes/entry approvals, and follow up until final destination)
- o Organizing transportation plans (between country warehouses and customer's sites)
- o Booking flights, hotels, vehicles for upcoming guests, company members
- And operate security and safety plan during the visit
- o Operating daily office tasks

Note:

After three month of working with the mentioned company, this position has been promoted to "Logistics & Operation Coordinator" as a dual position to hold the tasks, duties and responsibilities of both positions

3. Administration officer (Al-Ghanem Institution for Governmental and general transactions Feb 2016 - March 2019

- o Making contracts with individuals' and/or companies to represent them upon the government establishments\officials and taking the lead to present, follow-up and

finalize their paper works according to the governmental procedure.

- o Providing consultation and advices to the customers about different procedures of doing their transaction process in the easiest way.
- o Finding solutions for people who have problems in doing their transaction, contract, agreements with both public and private sector as a problem solving sector.

4. Office commissioner and contractor (Real state office) Jun 2013 - Oct 2015

- o Coordinating as a sale between land\house owners and customers to get into agreements.
- o Managing daily office work with customers

Education

- **Bachelor of Science from Faculty of Economic – Accounting**

Tartous University, 2010– 2018

- **Master Degree in Quality “MIQ”**

Syrian Virtual University 2018 – present

Language Skills

- Arabic – Mother tongue
- English – Professional Working proficiency
- Kurdish – Beginner

IT Skills

- Mailing & outlook
- Researching
- Very Good use of Microsoft office word
- Very Good use of Microsoft office Excel
- Very Good use of Microsoft office PowerPoint
- Social media accounts Administration
- Very Good use of Google drive

References: available on request

