



Ezat Mansour Zain Alden

PROFILE

- Worked as Logistic officer in United Arab Emirates with AL-Jaber Energy Services company and Square General Contracting company.
- Worked as Logistic Supervisor in Erbil at Muhanad Cars Company.

Iraq-Erbil

CONTACT

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E-MAIL

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OBJECTIVE:

Obtaining a position that enhances my abilities in performing tasks and making a meaningful contribution to the company.

PERSONAL INFORMATION:

Date of Birth: 11 – August – 1983

Nationality: Syrian

Marital Status: Married

Passport Number: N 016710608

Languages Known:

- Arabic: Native
- English: Fluent (writing and speaking)

WORK EXPERIENCE

Logistic officer, Transportation and vehicles inspector Al-Jaber Energy Services Company and Square General Contracting Company in United Arab Emirates- 2007-2020
Logistic Supervisor in Muhanad cars Company in Iraq - Erbil 2022 Till now

Duties and Responsibilities

- Receiving vehicles and inspecting them for dents, scratches
 - Receiving and inspecting basic documents(manifest) and plates numbers
 - Coordination with the electrical and mechanical team (PDI ,PSD)
 - Coordinate with the sales department and branches to send vehicles according to the plan
 - Coordinate with the contracts department to send the required vehicles to the registration
 - Manage the driver and transportation and follow-up
- Arrange the vehicles, store in a safe place, and follow up on daily inspection.
- Handle photocopying and filling and arranged for the efficient operation of office equipment to support the effective functioning of
 - Carry out office duties for all departments with regard to documentation.
 - Arranged the reporting on daily basis whatever related to logistics work
 - coordinator thru arranged transportation and forwarding services and coordinating with the supplier as per schedule

EDUCATION

Commercial Banking Institute: 2003-2004

KEY SKILLS AND CHARACTERISTICS

- ✦ Computer Hardware: Installation, assembling, troubleshooting
- ✦ Operating system: MS-Windows XP, Vista, Windows 7
- ✦ Packages: MS Office (Word, Excel, PowerPoint, Outlook)
- ✦ Proficient in working a program's (Auto Line , crystal and Almezan)
- ✦ Additional qualification: Valid UAE Driving License, Syria license
- ✦ Excellent communication and interpersonal skills in English (written & verbal).
- ✦ Ability to take the initiative in learning about new technologies and adding value to organization.
- ✦ Efficient and Effective team player.
- ✦ Maintain positive attitude in the face of changes in work assignments.
- ✦ Team coordination and communication.