



Laith Al-Amaireh

Knowledge of:

- Logistics Support & Operations
- General Accounting & Financial Procedures
- Social Media Marketing & Content Management
- Proposal & Tender Preparation
- Events & Meeting Coordination
- Reporting & Data Analysis
- Microsoft Office (Excel, Word, PowerPoint)
- Customer Service & Communication
- Time Management & Multitasking
- Inventory & Stock Control
- Data Entry & Documentation Management

Personal Skills:

- Quick learner.
- Good Planner.
- Ability to work under pressure.
- Interactive.
- Adaptability.
- Accountability.
- Teamwork.
- Problem Solver.
- Written, oral communication and translations skills

Personal Details:

DOB: Augst/8/1998

Address: Khalda Amman, Jordan

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Objective: A highly organized and detail-oriented professional with a strong background in logistics support, general accounting, and marketing, experienced in supporting senior executives and enhancing operational efficiency. Skilled in coordinating events and meetings, preparing proposals and tenders, and delivering clear, data-driven reports and analyses. Proficient in social media marketing, with a strong commitment to accuracy, teamwork, and meeting deadlines. I excel at managing diverse responsibilities, ensuring smooth workflows, and achieving successful outcomes by combining technical expertise with exceptional organizational and communication skills in fast-paced environments.

Work Experience

AL FARID MARKET

Amman – Jordan

(April-2015 Mar-2016)

Cashier Experience – Al-Fareed Markets:

- Handled daily cash transactions and processed customer payments accurately.
- Operated POS systems efficiently and issued receipts, returns, and exchanges according to store policies.
- Balanced the cash drawer at the end of each shift with high accuracy.
- Provided excellent customer service and resolved customer inquiries professionally.
- Assisted in organizing product displays and ensuring shelves were fully stocked.
- Coordinated with the inventory team to track stock levels and product availability.
- Maintained a clean and organized workspace to support smooth store operations.
- Worked effectively under pressure during peak hours while ensuring speed and accuracy.

Smart Pay – Customer Service & Cashier:

(Jan-2017 - May -2017)

- Handled cash transactions and operated POS systems accurately.
- Assisted customers and resolved inquiries promptly.
- Maintained cash balancing and supported daily store operations.

trainee – Talal Abu-Ghazaleh & Co. (6 months) (April-2018 Oct-2018)

- Assisted in external auditing of client companies, including Al-JEPCO (Jordan Electric Power Company) and Jordan Water Miyahuna, Company, reviewing financial statements and verifying transactions.
- Participated in preparing audit reports in compliance with regulatory standards and company policies.
- Conducted detailed documentation and analysis to support audit findings.
- Collaborated with senior auditors to understand audit procedures and improve practical skills.
- Gained hands-on experience in auditing processes, internal controls, and financial reporting

**Legend for Cars Trading (Family business)
Amman – Jordan**

Manager Assistant/Sales

(May-2018 – present)

Scope:

- Acquired direct experience from the CEO coordinating with international suppliers, local authority, resellers and customers.
- Assisting the manager on the daily operations of the shop.
- Managing the marketing of the business by handling all content creation, publishing, moderation and advertising for all digital and social media accounts of the shop.
- Engaging with customers (individuals or businesses) directly to maximize sales.

Jordan Ahli Bank

Amman - Jordan

(May-2019 – Mar-2022)

Expanded Professional Experience Description:

Banking Operations Experience:

- Placed holds on customer funds and processed heirs' cheques, ensuring compliance with regulatory and internal policies.
- Prepared comprehensive financial reports on a weekly, monthly, semi-annual, and annual basis in coordination with management.
- Managed documentation and followed up on pending cases to ensure timely completion of tasks.
- Coordinated with different departments to maintain smooth workflow and operational efficiency.
- Handled sensitive financial information with high accuracy, confidentiality, and professionalism.
- Demonstrated ability to work under pressure while maintaining effective communication with clients and internal teams.

Siniora food industries company
Amman – Jordan

(May-2017 - Jan -2018)

Siniora Company – Marketing & Promotion:

- Executed field marketing campaigns to promote Sunrora products.
- Conducted product demonstrations and sampling to engage customers.
- Supported sales activities and ensured optimal product placement at points of sale.
- Supervised and monitored staff performance to maintain efficiency.

logistics Senior in MEDLOG company

(Mar-2022 Nov-2025)

Logistics & Accounting Experience:

Daily Tasks:

- Price land trucking for MSC (**Mediterranean Shipping Company**) bookings.
- Receive Container Release Orders (CRO) from MSC logistics team.
- Send loading plans to vendors and follow up on pickups and loading until completion.
- Track trucks until they reach the ACT yard.
- Resolve any logistical issues promptly.
- Coordinate with MSC team on booking activation.
- Check pickup dates with customers and vendors.
- Send container details to customers.
- Follow up on bookings from withdrawal until arrival in Aqaba.
- Communicate with vendors and customers in case of truck delays or customs transfers.
- Remind clients of pickup dates if not provided.
- Verify container numbers through ACT website.
- Manage billing and invoicing processes.

Weekly Tasks:

- Review all container pickups from the previous week with vendors.
- Follow up on vendor-provided invoices and verify accuracy before approval.
- Check truck availability for next week's plans.
- Collect payments due from customers (direct coordination with MEDLOG).
- Send invoices to customers and verify Haifa invoices.
- Prepare weekly reports for management.

Monthly Tasks:

- Collect customer payments and settle all vendor invoices.
- Check for new terms or regulations from the Ministry of Transportation.
- Verify container availability with MSC team and recheck land transport rates monthly.

- **Inform clients and MSC team of any new terms issued by the Ministry of Transport.**

Certifications & Training:

- Completed A + B course in Supply Chain Logistics from the Canadian Institute, accredited by the Shipping Syndicate.
- Received Professional Experience Certificate from the Shipping Syndicate.

Education

2017-2021: Al- Balqa' Applied University (BAU)
degree in 'accounting 'good rate

High School, Scientific Major
Modern System School
Amman – Jordan
GPA: 82/100

(June.2015-May.2016)

Training, Workshop, Certification & Conferences attended

- “Completed A + B course in Supply Chain Logistics from the Canadian Institute, accredited by the Shipping Syndicate.
- Received Professional Experience Certificate from the Shipping Syndicate.

Languages

Fluency in Arabic & English.
