

Souhaib Jamil

People & Culture Supporter

Address: Beirut , Lebanon

+96171944232

souhaibj96@outlook.com



PERSONAL STATEMENT

I'm confident that my proven track record of excellent work ethic, passion for people, experience in transformation and people journey mapping will add great value to your company

EDUCATION

Sep 2015 – Dec 2018 Bachelor of Science
Lebanese American University – Marketing

Sep 2009 – Jun 2015 Lebanese Baccalaureate
Eastwood College.

SKILLS

- Business Strategy & Plans
- Operations
- Market Research
- Customer Service
- Work under pressure
- Communication
- Multitasking
- Group work
- Negotiation
- Problem solving

PROFESSIONAL EXPERIENCE

Feb 2019 - Present **Omayya Trading & Transport** | Beirut, Lebanon
Airfreight Coordinator.

- Coordinating all Air Import/ Export Freight activities.
- Issuing airwaybills and invoice clients and agents, as well as organizing shipping records accurately in a timely manner.
- Communicating on a daily basis with airlines, vendors, truckers, customers, warehouse contacts, and sales representatives.
- Assisting with IATA & CASS reports as required.
- Verifying weights and dimensions of cargo.
- Handling requirements for any dangerous or controlled goods and ensuring that the proper export controlled permits and licenses have been required.
- Checking all payable invoices before sending them to the accounting department.
- Ensuring all documentation, such as invoices, airwaybills and other related documents for both outbound and inbound shipments are completed accurately and in a timely manner and forwarded to any relevant parties.
- Advising clients concerning terms of delivery, payment, air insurance, air services, and transport alternatives.
- Monitoring and reviewing all billing and shipping costs.

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PROFESSIONAL EXPERIENCE .

Aug – Sep 2020 **Schema Zone Company** | Toronto, Canada

Marketing specialist remote internship

- Assisted the management of marketing operations under the supervision of a marketing manager
- Collaborated with the marketing and advertising team in all stages of marketing campaigns, and supported them in develop, expand and maintain marketing channels.
- Worked on real business projects, prepared a detailed marketing plan, and built different marketing campaigns.
- Prepared short social media videos and design posters.

Aug – Sep 2018 **Arcenciel** | Beirut, Lebanon

Marketing Internship

- Provided the necessary support for developing the marketing strategies of different units at the association to provide a better service to clients and satisfy their needs.
- Created an event plan "Volunteerism" to encourage engaging unprivileged communities with tourists.
- Ensured projects progressed and helped in meeting the community need while adhering to the organization culture.

ADDITIONAL SKILLS And Certificates

Technical Skills

Microsoft Office Suite, Excel, PowerPoint

Design Thinking, Basic web site development, Collaboration tools

Certificates

-Content Marketing Masterclass: Create Content That Sells. (Udemy)

-Learned exactly what it takes to plan and execute a content marketing strategy.

- The Complete Digital Marketing Course. (Udemy)

- Learned how to implement marketing strategies across major online marketing channels.

. Interests

Piano, Soccer, Swimming, Basketball.

Languages:

Arabic,English,and French.

REFERENCES

Mohamad Ali Mishly

Director

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Coralie Douville

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Airfreight Manager

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