

**Hiba A. Saiidi**

Lebanese, born on January 18, 1988

+961-70-999002

[Hiba.saidi@live.com](mailto:Hiba.saidi@live.com)

**Objective**

To occupy a challenging post that allows me to utilize my current and newly acquired skills and to assist in advancing a business that offers a stable employment opportunity

**Experience**

**March 2019 – Present**

**FC Freight & Clearing s.a.r.l**

**Operations & Customer Service Officer**

- Initiating and closing on RFQ from shipping lines or agents for Air/Sea Freight shipments (Import, Export, Cross);
- Monitoring dealings & bookings with all parties across the supply chain (agents, shipping lines, and clients);
- Managing shipment progress and checking if any amendments are needed on B/L or AWB as per packing list provided;
- Following up on DO from shipping companies, or furnishing to customers.

**January 2016 – October 2018**

**Signs & Printing s.a.r.l**

**Purchasing Officer**

- Requesting new orders from suppliers, comparing price history and seeking new suppliers;
- Responsible for money transfers for suppliers as scheduled;
- Booking FCL/LCL shipments with shipping companies depending on shipping terms (Ex-works, FCA, FOB, CNF, and CIF);
- Following up on and confirming all documents such as; B/L, Commercial Invoice, Packing List, EUR.1 and Certificate of Origin;
- Requesting all needed original documents before shipment arrival and handing them to the clearing agent for clearance process;
- Collecting Delivery Orders from shipping companies and managing related warehouse activities;
- Receiving order requests from off shore customers, Issuing PI and then proceeding with shipment upon their approval;
- Booking for Import/Export/Cross shipments for local and off shore customers;
- Calculating cost for all shipments after receiving clearance invoices;

**June 2015 –December 2015**

**Saiidi Co.**

**Clearing Customs Agent**

- Collecting Delivery Orders from shipping companies;
- Checking if Proforma, Invoice, Packing List, C.O, EUR.1 and all related documents are correct and legal according to Lebanese Customs Law;
- Handling files for Industrial Research Institute (IRI) for issuance of conformity certificates;
- Liaising with the Ministry of Economy for importing any kind of weaponry materials;
- Invoicing for customers.

**May 2012- May 2015**

**Mersaco S.A.L (Pharmaceutical)**

**Personnel Affairs Officer**

- Leaves entries/ Claiming for supportive documents if needed (medical reports, obituary or death certificate documents), sending monthly annual leaves balance to all departments;
- Creation of new schedules & assigning new employees to their desired schedule;
- Employee's attendance and time validation and discharge letters;
- Filling insurance enrollment request for every new joiner;
- Issuing employee's certificates (work certificate, salary certificate, Order of pharmacist);
- Pay slips Distribution.

**February 2010 – December 2018**

**Pharmacy Beirut 2000**

**Pharmacist Assistant**

- Sales & Customer Service, and Purchase Data Entry

**Education**

**2008- 2012** Hariri Canadian University: Bachelor in Business Management

**2007- 2008** Makassed High School (Lebanese Official Baccalaureate in Economy & Sociology)

***Skills:*** time and process management, adaptability

***Languages:*** English, Arabic (Mother Tongue)

***Computer:*** Oracle E-Business Suite, Noria ERP System, MS Office, SoftPharm.

**References:** Available upon request