

Joseph Dib

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PROFILE

A highly Professional Move Specialist with more than 6+ experience in the field. Understand the needs of the customer with excellent communication skills, relationship management and deliver the move smoothly. Willing to work as a key player in challenging and creative environment.

WORK EXPERIENCE

2014 - 2016

Assistant operation manager | Cargo Link| Beirut

- Partner with functions to provide relevant training on new initiatives and on-going improvements
- Maintaining the physical store environment & facilities management
- Manage the execution of stock strategy (delivery & exit)
- Authentic, Innovative and Collaborative approach to work
- Extract reports to use as tools during commercial negotiation with suppliers to achieve better services and rates
- Support the stores during stock take preparation

2016 -
present

Import Move Specialist (Packing and Removals Department) | Beirut Cargo Center | Beirut

- Working knowledge Govt of Lebanon Custom and Excise rules
- Manage Customer orders from receipt to delivery. Coordinate movement of the shipment with forwarder and keep the customer well informed of any changes
- Review daily shipment exceptions and resolve with service providers to ensure timely flow of freight
- Work closely with service providers to gather shipment details, resolve problems or streamline processes
- Perform ad hoc analysis and create reporting that help support process improvements
- Support and maintain on going documentation of logistics procedures related to daily functions
- Insures accurate product values and country of origin are provided in international transactions and trade programs
- Ensure high levels of customer satisfaction through excellent sales service
- Coordinate with subcontractors (labors, truckers, customs agent) to ensure the swiftness and smoothness of the operation.
- Door to door service (operation, clearance, cross shipment).
- Responsible for clear, handle and deliver air and sea shipments smoothly (Normal shipment/ Diplomatic shipment)
- Clearance and operation for HHG, cars and motorcycles
- Operate and responsible for the UAB and HHE shipments to the US Embassy.
- Maintain Import and Export document files in accordance with Federal regulations and Company policy.

EDUCATION

School 2008 - 2011	Baccalaureate Lebanese Baccalaureate Biology & Science (SV) in Saint Rita High-School
College 2011 - 2015	Bachelor Degree Bachelor Degree in business and transportation management in American University of Technology (AUT)

CERTIFICATE

College 2015	Certificate Port economics and management special courses in Arab Academy for Science-Technology and Maritime Transport in Alexandria, Egypt.
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Knowledge and Skills Gained:

- Enable to understand and analyze port economics principles and trends, and the roles ports play in facilitating trade and within the national and international economy.
- Provide a broad and thorough understanding of port operations management and port city and policy issues.

These courses and on-ground port experience developed knowledge relating to port economics and management that can serve well in my professional work and in improving the management of port operations management

SKILLS

- Expert knowledge of the concepts, principles, laws and regulations that apply to the admissibility, classification and appraisal of imported merchandise
- Effectively communicate both orally and in writing in order to explain regulatory decisions regarding classification or admissibility with the company and with providers, customer...
- Outlook: Good
- Word: Good
- PowerPoint: Good
- Excel: Good
- The ability to overcome objections and handle employee reactions during shipment process
- The ability to understand priorities in the shipping field
- Good at Arabic, English, French both oral and written Arabic, English, French
- Team player and leadership skills
- Quick thinking
- Problem solving

Volunteer

INJAZ Al-Arab is a nonprofit organization (part of Junior Achievement Worldwide), that believes in the limitless potential of youth in the Arab world and their ability to create viable economic opportunities. Named one of the top 100 NGO in the world by Global Journal 2012, INJAZ Al-Arab has impacted the lives of over 1 million students, and operates across 15 countries in the MENA region, encouraging youth to excel in entrepreneurship.

- Volunteer for “Ripples of Happiness” project for University students in targeting social problems, creating solutions, and building a sustainable project (part of a Middle Eastern competition between 42 universities).
 - Worked with the American University of Technologies as part of a 14-student group with a focus of persons with disabilities, and the creative use of recyclables.
 - Created a “tire recycling” program, for the design and building of furniture and home decorations using rubber.
- Participated in a wide range of community and social media interviews to promote and showcase our project.

Language

Arabic

native or bilingual proficiency

French

full professional proficiency

English

full professional proficiency

Interests

- ✓ History
- ✓ Sports
- ✓ Nutrition
- ✓ Regulations and policies
- ✓ Science