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Beirut – Chidiak Str. – Fawaz bldg. – 8<sup>th</sup> flr.

## PERSONAL OVERVIEW

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I am a motivated, hardworking, and dedicated person seeking a job opportunity, where I would meet new challenges and opportunities for professional growth while making use of my education, skills and expertise.

## EDUCATION

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2017 – 2018	<b>CIFFA, Advanced CIFFA, FIATA Diploma</b>  <i>B.A.T.S Beirut Academy for Travel Sciences</i>
2009 – 2015	<b>Bachelor in Business Administration – Banking and Finance</b>  Lebanese International University (LIU) - Beirut
2009	<b>Lebanese Baccalaureate – Sociology and Economy</b>  Mufti Hassan Khaled High School

## WORK EXPERIENCE

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2011– Present	<b>Overseas Express - Customs Clearance / Freight Forwarding</b>  <b>Responsibilities:</b> <ul style="list-style-type: none"><li>▪ Handling Import shipments and obtaining quotations and negotiating prices with shipping lines / forwarders.</li><li>▪ Following up the shipments.</li><li>▪ Checking up the Manifest and correcting it.</li><li>▪ Prepare the shipment's documents for clearance.</li><li>▪ Preparing Customs documentation to ensure that any shipments either imported or exported meet all applicable laws so that entry or export can occur.</li><li>▪ Preparing certificates of origin and cargo control documents.</li></ul>
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- Applying for and following up on clearance licenses at the Ministry of Public health and the Ministry of Industry.
- Completing online Registration of Customs declarations on the Industrial Research Institute (IRI) website.
- Following up on the IRI reports in order to deal with any problems when imported goods do not conform with the specifications required by the Lebanese law.
- Liaising with customers and Customs officials
- Calculating and processing taxes to be paid on behalf of clients.
- Typing the declaration using NAJEM, specialized customs software.

## **PERSONAL QUALITIES AND SKILLS**

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- Good team player who is able to communicate, motivate and interact positively with other members.
- Self-motivated and able to work both independently and interdependently.
- Able to organize work and effectively maintain records.
- Strongly involved in problem solving.
- Ability to engage critical thinking skills and decision making.
- Strong communication skills.
- Good understanding of import and export laws and government regulations.

## **COMPUTER SKILLS**

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Microsoft Office: Word, Excel, PowerPoint.

## **LANGUAGES**

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Fluent in Arabic, good command of English (Speaking, Reading and Writing).

## **INTERESTS AND ACTIVITIES**

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Reading, Jogging , swimming, football and socializing.

## **REFERENCES**

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Available upon request.