

Khaled Kaaki

OBJECTIVE

A dedicated professional with a solid background in import operations and digital marketing, eager to utilize skills to contribute to a company's success. Seeking a challenging role where strong communication, problem-solving, and analytical abilities can be applied to streamline import processes, enhance marketing strategies, and support the company's growth in a collaborative and innovative setting.

ADDRESS

Beirut, Lebanon

NATIONALITY

Lebanese

PHONE

+961 70923827

EMAIL

khaledkaaki1@gmail.com

LANGUAGES

Arabic: Native

English: Fluent

SOFT SKILLS

Communications & Negotiations

Problem Solving

Data Analysis

Time Management

Microsoft Office (Excel, Outlook, Power BI, Word etc.)

EXPERIENCE

CMA CGM

AUG 2023 - PRESENT

IMPORT SPECIALIST

- Preparation of import documents like bills of lading, invoices, and shipping schedules to ensure smooth business operations.
- Effective communication with suppliers, carriers, and customs authorities to streamline import processes.
- Identifying and promptly resolving any document issues to prevent delays and maintain operational efficiency.
- Organizing and managing import records with great attention to detail for auditing purposes.
- Completing customs declarations accurately and ensuring they meet regulatory requirements.
- Providing training to new team members and overseeing their work to uphold high performance.
- Implementing efficient time management strategies to prioritize tasks and meet import deadlines effectively.

TWISTER TECHNOLOGIES

FEB 2023 - APR 2023

DIGITAL MARKETING INTERN

- Conduct marketing research for both Twister and its clients.
- Lead generation and contacting potential customers.
- Conducting weekly presentations on trends in digital marketing.
- Support the marketing and graphic design team (content creation, idea generation, content calendars...etc.).
- Co-account management for several social media accounts on various platforms.
- Co-create social media sponsored ad campaigns (through Facebook ads manager).

EDUCATION

American University of Science and Technology , Lebanon

Bachelor of Science in Business & Economics - 2023

Iman Pilot School, Lebanon

National high school diploma, General Sciences – 2018