

Bassel Mawla

Seeking new opportunities in the transport and logistics field, I am currently employed at CMA CGM in Beirut Lebanon, hoping to expand my knowledge and skills in the field.



Personal details

- Bassel Mawla
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- March 10, 1999
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Skills

- Communication ●●●●●
- Team Work ●●●●●
- Social Networking ●●●●●
- Microsoft Office, Word, Excel, PowerPoint ●●●●●
- Patient and Attentive ●●●●●
- Excellent Decision Making ●●●●●

Education

BBA – Emphasis Marketing Jun 2017 - Jun 2021
Holy Spirit University of Kaslik – USEK Business School, Kaslik
Courses: business planning, consumer behavior, branding, communication & media planning, etc.

Employment

Booking Officer Jan 2022 - Present
CMA CGM, Beirut
Completed clients' booking requests via two platforms (NOVA and LARA). Ensured customer satisfaction and feedback.
I was part of the Turkey and Egypt Booking Teams, where I handled bookings for all nine major ports of turkey, such as: Mersin, Izmir, Gebze, Istanbul...
Handled bookings for major clients, notably: IKEA, Nestle, Puma.
Audited bookings and other tasks for the employees
Worked with other agents from Turkey and Egypt in order to secure shipments for the customers.
Created daily reports for the supervisors.
Generated word files for pending cases.
Created excel spreadsheets for template translations (English-Turkish).
Handled shipments to major countries such as India via the system TERRA in order to secure the best and fastest mode of Delivery.
Handled bookings for team Dubai in needed situations.
Trained new joiners for the Turkey team.
Assigned bookings for the other members of the Turkey and Egypt team.

Marketing Internship Nov 2020 - Mar 2021
SHOWCASE AUTO &TRUCK, Byblos

Certificates

Google digital garage fundamentals of Digital marketing	The	Jan 2022
CMA CGM academy security	Cyber	Feb 2022
CMA CGM academy and data protection essentials	Privacy	Feb 2022
CMA CGM academy against corruption	Fight	Feb 2022
CMA CGM academy awareness	Fraud	Feb 2022
CMA CGM academy discrimination and promote diversity	Prevent	Feb 2022
CMA CGM academy against email phishing	Fighting	Feb 2022

Languages

Arabic	● ● ● ● ●
French	● ● ● ● ●
English	● ● ● ● ●
German	● ● ● ● ●

**Cross knowledge (John Smith enterprise)
MS excel 2016**

Mar 2022

**Exis technologies Ltd-Hazcheck
IMDG 40-20 for bookings**

Mar 2022

**German A2 level
institute Beirut**

Goethe

Nov 2022

**Lebanese red cross
CPR/AED/FIRST Aid**

Sep 2021