

Ghazwan ABOU AL-SHAMAT

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- Nationality: Syrian
- Military Services: Exempted.



OBJECTIVE:

- To fulfil my knowledge in quality management as a full time employee in UNHCR.
- I am sure that I will be an investment to the organization not an expense.

EDUCATION:

- Bachelor's degree, Business Administration, Management Major, Arab International University (AIU), Damascus, Syria, Graduation Year: 2011
- Master's degree, Quality Management, Syrian Virtual University, Damascus, Syria, Ongoing.

TRAINING CERTIFICATES:

- Food handling and safety – Kuala Lumpur, Malaysia – 2014
- Syrian BLS and first aid course – Damascus, Syria – 2014
- Basic security in the field II (BSITF) – Damascus, Syria – 2015
- Advanced security in the field II (ASITF) – Damascus, Syria – 2015
- Safe and Secure Approaches in the field environment (SSAFE) – 2018
- United nation multilingual course on prevention of harassment, sexual harassment and abuse of authority – ilearn website – 2018.
- Cybersecurity essentials – ilearn website – December 2018.
- How to Ask Productive Questions – LinkedIn – September 2021.
- First Aid - Basic Life support awareness session – UNDSS – August 2021.
- Cybersecurity Refresher! Certificate – ilearn website – August 2021.
- Managing Logistics - LinkedIn – November 2020.
- Building Business Relationship - LinkedIn – November 2020.
- How to Be an Adaptable Employee during Change and Uncertainty - LinkedIn – November 2020.
- Supply Chain and Operations - LinkedIn – November 2020.

SKILLS:

- Microsoft Office (Word, Excel, PowerPoint etc...).
- GSM system for world health organization (WHO).
- SPSS (Statistical Package for the Social Sciences).

- Ezyledger (Accounting and Inventory System).
- Internet research.

KEY Competencies:

- Time management.
- Strategic and creative thinking.
- Team spirit.
- Ability to cope with pressures.
- Good analyzing skills
- Have the technical expertise good knowledge
- Great planner and organizer
- Following instructions and procedures
- Good judgment, initiative, high sense of responsibility, organizational and analytical skills.

LANGUAGES:

- English (Reading, Writing and Conversations) Good.
- Arabic (Reading, Writing and Conversation) Native.
- Spanish (Reading, Writing and Conversation) Basics.
- Malay (Reading, Writing and Conversation) Basics.

EXPERIENCES:

Logistics assistant (outbound) at the "world health organization" (WHO), Damascus, Syria, from July 2017 – present.

- Implementing the distribution plans starting from the warehouse point to its final destinations.
- Booking the right size of truck for the delivery.
- Submit and follow up all the necessary governmental approvals to dispatch the shipment.
- Follow up the delivery receipts with the final receiver.
- Archiving each implemented delivery.
- Reporting on weekly/monthly basis of the whole dispatched shipments.

Logistics assistant (inbound) at the "world health organization" (WHO), Damascus, Syria, from Sep 2014 until June 2017.

- Monitor the inbound shipments starting from the supplier site until the final desired destination.
- Submit and follow up all the necessary governmental approvals for the customs clearance process.
- Provide the greenlight to ship the goods once all the approvals are granted.

- Follow up with the local clearance agent all the process and formalities of clearance once the shipment arrived to its nominated port of entry.
- Submit a full report for the status of each incoming shipment.
- Archive the whole process of the inbound logistics.
- Ensure the financial settlements of the whole logistics unit are done on timely manner.
- Provide the needed administrative support for the whole unit.

Procurement and logistics officer at "Tarbush Catering for Food and Industries", Kuala Lumpur, Malaysia, from June 2012 until August 2014.

- Inventory management of the warehouse and the outlets by conducting regular stock count and submitting stock reports.
- Supervise the loading of raw materials and finished goods to the outlets.
- Supervise and monitor the offloading process and ensure that all the food and raw materials are handled according the Malaysian food safety criteria.
- Procurement of Middle Eastern raw materials from overseas.
- Issue delivery orders and follow up the final receipts with the customers.
- Manage the inventory system software.

Site supervisor at "Modern Emirates for Heavy Cranes", Dubai, UAE, from May 2011 until May 2012.

- Arrange meetings with potential agents to educate them on specifications of the tower cranes.
- Negotiate on the terms, responsibilities and incoterm for each party once the deal is done and prepare the most suitable contract.
- Issue an invoice, packing list and certificate of origin to assist the agents on the clearance and shipping process.
- Order the most appropriate trucks to load the tower cranes from the warehouse to the final agreed destination.
- Monitor the loading and offloading process.
- Prepare the financial report to the senior management.
- Refilling the stock by searching for new tower cranes in the local markets.