

CV/ Resume Details	
Position wanted:	Shipping - logistics
Job category:	Shipping - Import / Export ☐ Crewing ☐ Logistics ☐ Transportation ☐ Air /Ocean Freights ☐ Cargo Custom Clearance In / Out ☐ Supply Chain ☐ Warehouse Freight ☐ Forwarding ☐ Aviation 
Preferred Location:	KSA /UAE / Oman / Qatar / Kuwait
Preferred City-State/County:	☐ Anywhere
Objective and Resume Summary:	
Career Objective - I am seeking a challenging position in multinational firm that will allow for growth and a chance to use and contribute my education and job experience. - Coordinate daily Shipping activities and maintain working relationship with business stakeholders, partners, shippers and customer's .Provide shipping facilities through negotiations, data collection, analysis, etc. - Evaluate terminal operations performance. - Update Ships Arrival Schedule and provide customers, Forwarding Agents, Handling / Stevedoring Agents, Port Authority with prospected information. - Assist customers in completing booking, boarding, goods lifting and removals. - Liaise with some public transport Departments, Port Authorities, cooperate with hinterland customers and defend interests. - Make sure that all contractual deadlines are met, and targets are achieved. - Excellent, presentation, negotiation, team work, and interpersonal communication skills - Ability to set and achieve goals and to work under pressure - Works closely with Logistics providers to assure on-time shipments.	
Skills:	Shipping , Negotiation, Logistics, Coordinator , Executive , Aviation , Marketing, Manager, Import / Export , Cost Analyzing , Purchasing, Procurement, Daily work planner, Freight Forwarding, Problem Solving Experience of working within a team-based culture involving people of different nationality onboard ship and container terminal has enhanced .my skills on how to relate and deal with people of different background Successful course work was dependent upon participation and motivation of syndicated project groups. Strong ability to organize work and competing priorities effectively and meet deadlines Working in different tasks within my organization has enabled me to demonstrate time management, even under pressure I am always focused on my job Development of strong analytic and diagnostic skills as part of my qualifications Knowledge of commodities procurement locally and internationally, payment through Credit Letter procedures, tax system regulations, customs formalities implementation, commodities clearance and delivery to shippers, customers or International Organizations
Known languages (and levels):	☐ English – V. Good ☐ Arabic - Mother Tongue

Type of Employment wanted:	Full Time
Training Course:	•IDGM – Dangerous Goods Training Course (Air–Ocean–Road Fright) from Kirkhill Industrial Estate, Dyce, Aberdeen AB21 0GL – GB on 05/07/2008 : HLO Helicopter Landing Officer Training Course from Arab Academy for Science and Technology – Alexandria : HUET Training Course from Arab Academy for Science and Technology- Alexandria : Offshore Survival Training Course from Arab Academy for Science and Technology- Alexandria : ISO 9001-2000 from BVQI – Alexandria May – 2004 – Team Leader : ISO 9001-2000 from SGS as team leader(Carried out my company Certificate 9001-2000) : HSE from SGS : First AID & CPR Training Course from American Collage : Time Stress Management - on 21,22,23.06.09 from EAAC GROUP – Alexandria : Passenger Handling Training Course from 11 - 15.Dec , 2011 - Egypt Air Training Center – Cairo
Current Location:	Alexandria , Egypt

Education & Experience

Education History, Qualifications & other additional information:

Level of Education :	Bachelor's degree
• Bachelors of Commerce in accounting and auditing - 1987 Alexandria University (Accounting section) • MS – Dos * Windows 98 * Excel II * Word Perfect * Internet from Alexandria University • Fully competent with aspects of Microsoft Office: Word-Excel-Power Point-Access and Internet • Proficient internet researcher – databases knowledge	
Work History & Experience:	
Years of Work Experience:	<u>Over 30 Years.</u> 8 -Years' experience in Saudi Arabia 26 - Years' experience in Egypt

Shipping Logistic Manager in Shipping Agencies & Oil Services Co (S.A.E)

From Jul – 2013 – Present

Where our company is the agent for a group of companies all working in the sector of research and exploration for Oil and Gas like Diamond Offshore, Rowan, BP, Total and BG, Saipem and Technip and Subsea 7 and Oceaneering which requires import Rigs, as well as petroleum equipment at the beginning of each project and re-exported at the end of the project to the country of origin. I am the person in charge has to do this work through a series of well-trained personnel to get the job done in record time. As I'm hold a current or previous IATA / Dangerous good certification in the shipment of hazardous materials and have hands on experience shipping these types of materials. Working through Nafeza –Platform as well as Free Zone system. ERP System.

- Supervises and coordinates activities of workers engaged in verifying and keeping records on incoming and outgoing shipments, and preparing items for shipments (Air, Ocean and Road). Studies shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes, and rates.

- Oversees incoming and outgoing shipping activities to ensure accuracy, completeness, and condition of shipments.
- Coordinate with EGPC & EGAS to issue Import / Export custom declaration.
- Working through the free Zone System.
- Inspects loading operations to ensure compliance with shipping specifications, and seals loaded boxcars and truck doors.
- Flexibility and willingness to efficiently handle the personal shipment clearance for Executives
- Manage the shipping process from the point the shipper is initiated through product shipment. This includes working closely with other departments: Quality, Contracts, Export Compliance, and Program Management as a minimum.
- Directs movement of shipments from shipping and receiving platform to storage and work areas.
- Handling P.V.C – Shipments carry out all export formalities from Abu Qir – Port
- Handled with shipping lines for bookings Export cargo and Local Transportation with suppliers from warehouse to the port.
- Respond to inquiries from Customs Brokers and Freight Forwarders regarding Classification, documentation requirements, or other import and export regulations to ensure timely clearance.
- Manage and direct employees responsible for the management, supervision, packaging and movement of finished goods within the shipping process.
- Handling dangerous goods and Hazardous Material shipments according to IATA regulation
- Good Knowledge of shipping freight cost, custom rules, containers stuffing and handling along-with export documentation.
- Forwarders, Shipping Companies, Customs Brokers, Insurance Companies & Local Transporters.
- Develop effective and constructive solutions to challenges and obstacles in import/export activities and procedures.
- Handling daily operational activities of import /export for global shipments (Air, Sea and Road).
- Audit import and export documentation and processes for accuracy and compliance.
- Service provider's bills passing, validating charges and currency applicable - in time and supply chain security compliance records in accordance with recordkeeping regulations.
- Ensures all shipping requirements meet contractual requirements.
- Participate in the contract review process as required.
- Ensures all documents are correct that are included with shipments.
- Plan and monitor daily work activities to ensure shipment requirements are met.
- Work with freight companies to ensure products are shipped within the guidelines of contractual requirements. This includes both domestic and international shipments.
- Communicate shipping status as needed to internal and external customers.
- Maintain department procedures for special customer processes, portals, and export compliance.
- Manage to applicable Work Instructions related to the shipping process.
- Develop and maintain performance metrics.
- Initiate employee evaluations and provide continual feedback on both positive and negative performance.
- Prepare and manage departmental budgets.
- Maintain a clean and safe working environment.

Logistic Manager in Technip, Saudi Arabia

From May 2012 until July 2013

Project: KJO-Onshore & Offshore

- Offshore supply logistics experience (fuel and water bunkering, ship Handling, equipment certification and inspection...etc.)
- Dealing with offshore custom clearance of marine spread, structures, temporary equipment importations, importation of radioisotopesetc.
- Been exposed to personnel logistics and handling big offshore crew changes
- Native Arabic Speaker as I have already 7 years' experience in Saudi especially in dealing with cost guards, Special Forces.. etc.
- Follow up all personal movements via helicopters & boats.
- Ensure that all incoming airfreight / sea freight shipments are cleared without any delays, ensuring that shipments are cleared as per applicable port rules and customs regulations.
- Ensure that all outgoing export air / sea freight including projects load outs from project jetty are handled intently

- Manner and all documentation are prepared correctly and file with airport/port and Customs as per rules and regulation.
- Trucking – within GCC ensuring that all documentation is in correct and clearance at Border is completed without any delay or hindrance
- Implement procedures and supervise all transportation
- Ensure compliant recordkeeping of all outgoing air, ocean and road shipments and retain all communications pertaining to Traffic functions.
- Advice vendors of onshore shipping instructions as required.
- Ensure no items of materials or equipment shipped are against any law, rules or regulation
- Ensure hazardous material certificates are issued and ensure proper handling as per IATA regulations.
- Ensure proper marking and labeling used for all Export Cargo
- Ensure proper handling of equipment is provided to afford maximum protection and to minimize potential damage during transport until deliver
- Review export shipping schedules for proper planning and scheduling of all export shipments
- Ensure that Shippers letter of Instruction issuance process is followed
- Ensure preparation of monthly report of incoming and outgoing shipments for submission to Insurance Dept.

I was hired for BP - Egypt as Shipping Logistic Supervisor

From Aug - 2008 until May - 2012

Through my origin company I was hired for BP - Egypt as shipping Logistic Coordinator, located in Abu Quir port – Egypt. Carry out all requirements between BP's and AHTS, PSV between platforms locations and shore base & Coordinate the work between bollards logistic and drilling rigs working for British Petroleum Co. and meet needs of the drilling rigs and supplies raw materials, water and fuel. Follow up all shipments

In / Out Air, Sea & Road Transportation, Storage, Custom Clearance, Cargo Custom Clearance in / Out, Rig Clearance In / Out, Vessels Port Clearance In / Out.

Duties / Responsibilities

HSE:-

- Maintain awareness of and ensure compliance with all relevant statutory and Company HSE standards.
- Actively participate in Company safety awareness and initiative schemes including implementation on board support vessels.
- Participate to pre-job meetings; kick off meetings on shore base as logistics representative.
- Member of Emergency Response Team on board the Rig charge of logistics coordination on shore base and off shore (PSV and helicopter movement's coordination).
- Ensure that S/B vessel 500 Mt away of the Rig during Heli – OPS.

LOGISTICS OPERATIONS:-

- On a day to day basis, identify needs, priorities, and emergencies from the different base entities (Field Operations, Construction, Projects, Drilling) and plan logistics operations accordingly (material and passengers).
- Participate in 5 days look ahead site activities planning meetings in order to anticipate midterm logistics requirements.
- In daily contact with Onshore Logistics Coordinator in Abu Quir base, organize and coordinate on base logistics operations of the various installations, based on priorities.
- Ensure that stock level of remaining tanker on board (gas oil, water and food on the various supports vessels) are correctly followed up in order to anticipate future needs.
- Update and improve on base logistics procedures according to identified needs.
- Dealing with offshore custom clearance of marine spread, structures, temporary equipment importations, importation of radio isotopes etc.

PAX TRANSPORTATION:-

- **Crew Boats**
- Establish passengers transport planning and plan boat movement according to various on-site entities passengers transfers requirements. Manage constraints & priorities and adapt schedule accordingly.
- Optimize and coordinate bookings / Set up manifests and circulate them
- Make sure that passengers transfer operations are planned and executed in strict compliance with safety rules and loss of time is minimized.
- **Helicopters**
- On daily basis, monitor helicopters activities in accordance with manifests issued and make sure schedules are followed.
- If necessary, make sure that a stand-by Vessel is dedicated to cover the needs of the offshore installations especially during helicopter landing and takeoff offshore.
- Make sure that intra field flights landing on DP platforms are performed according to safety requirements (HLO on board, helideck operational...).
- Ensure that all Crane – OPS shutdown 15 Min @ least before Heli – landing on board.
- Ensure that all pax joining by Helicopter had get the safety briefing by heliport dispatcher and the already have the training course for Bosit or HUET

CARGO TRANSPORTATION

- Coordination of cargo requirements (deck, under-deck, drilling chemicals, fuel, water and bulks) for offshore installations/rigs.
- Consolidation of cargo delivery requests.
- Preparation of a "Load out Plan" for each vessel sailing or cargo event.
- Vessel scheduling, allocation and route planning, including issuing sailing instructions to vessels.
- Communication of sailing schedules, cargo runs, and deck plans.
- Plan vessel under deck requirements from leaving location e.g. bulk product return to vendor, waste disposal, tank cleaning etc.
- Liaison with Company Representatives both on and offshore to ascertain requirements and schedule vessels to suit. This shall be on the basis of cargo requirements, vessel routing and cargo prioritization and shall make the most efficient use of Vessels.
- Make sure that all material/equipment transported by supply vessels is distributed on the site according to the manifests established by the shore base and further site dispatch requirements.
- Ensure that backload equipment/material is correctly documented by every site entity in order to have traceability on arrival (back load cargo manifest, material return information sheet).
- Responsible for checking conformity of all used cargo carrying units lifting gear and proper cargo offshore packaging at Abu Quir interface.
- Manage requests to British Petroleum for Abu Quir port lifting and handling equipment and berths.

Shipping Manager in Shipping Agencies & Oil Services Company

from Oct - 2004 until 2008

whom are the agent for many offshore companies as BP - Egypt , Diamond Offshore ,DOF-Norway, Fugro Surveyor, Saipem - UK , Technip Offshore - UK , Acergy , Atlantic Marine Services - Norway , Bourbon Offshore - Norway , Cameron , Branch Alpha Offshore Drilling , Gas De France , Hess Egypt Exploration LTD , RWE Dea - Egypt , Rowan Egypt Petroleum Services LLC , Solus Ocean System , Somasir SNC - Egypt , Sub Sea Technologies INC , Yadco Petroleum Services , Transocean INC . Co-ordination with the warehouse staff, shipping line for the distribution of cargo for Export and Import from the customs to various countries also planning the distribution, cost and preparing a report to the management about the schedule of Import and Export of goods from the warehouse.

Duties / Responsibilities

Follow up all arrangements for the entry and exit of vessels to and from the port as per the schedule 24 hours / day all the week and through my experienced team. Researching and planning the most appropriate route and be ensure that the final destination is the same in B/L for a shipments. Supervise and coordinate activities of workers concerned with picking product and preparing it for same day shipping both nationally and internationally via expedited carrier services.

- Determine work procedures, prepare work schedules, and expedite workflow.
- Issue written and oral instructions.
- Assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Study and standardize procedures to improve efficiency of workers.
- Maintain harmony among workers and resolve grievances.
- Interview and hire new employees.
- Confer with other managers in the distribution center to ensure coordination of other warehouse activities.
- Confer with other managers outside of the distribution center to ensure coordination of other functions such as production, inventory management and quality assurance.
- Ensure correct shipment of international orders and hazardous material orders. -
- Identify employees' skills and develop them by coaching and counseling employees on a regular basis.
- Conduct annual performance reviews and provide continual feedback on both positive and negative performance.
- Manage relationships with shipping lines, airlines, transport companies, shipping agencies, freight forwarding companies, etc. and negotiate their rates, contract terms facilities and services and ensure best value .

Asset Shipping Manager in Shipping Agency & Freight Forwarding Company from Jul - 1996 until Sep – 2004

My first job in Egypt was in **Shipping Agency & Freight Forwarding Company** whom carries out full agency for some liners like G.N.M.T.C (Libyan Company and my job was arrange) the port clearance In/Out for the vessels for all their port calls to (Alexandria , Damietta , Port Said) arrange all cargo operations (Discharching PVC & Loading cement and rice) and prepare all requires Documents Also handling the CC for this vessels and arrange all vessel's requirements. As well the above company was the agent for Sonatrach - Algeria whom contracted with EGPC to transfer the Butane Gas from Arzo - Algeria to Alex port (Petroleum Jetty area Where the special system) using LPG Maersk vessels (Helena Maersk , Henning Maersk ,Hans Maersk Nils Maersk) also that vessels were handling from A to Z by myself As well the above company was the agent for Vela International Co. & KOTC and KPC where the VCCL vessels transfer the Oil products from Ras Tanoura - Saudi Arabia to North America or Holland and due to her draft the vessel discharge part of cargo at Ian Soukhna an reload again from Sadie Kerier port as my job in this case to follow up the vessel during her transit until cleared out from the canal . Also follow up the vessel at Sidi Krier port,

Request for anchoring the vessel and all the necessary documents to enter the port to compile a list of accounts and preparation of ships for the bill contained and the delivery of the policies contained on the ship and the preparation of bills of lading and customs documents issued to the ships leave the port as well as all the necessary documents for departure also prepare the cargo manifest and all Fright Forward Shipments' documents

Authorization, Issue B/L as well as issue the inward freight invoices

Correspondence with the mill and the customer and dealing with the Bank for back to back L/C, Pro forma Invoice, Sales Contract, Doc's Instruction. Etc.

Duties / Responsibilities

- Coordinate daily Shipping activities and maintain working relationship with business stake holders, partners, shippers and customers
- Provide Shipping facilities through negotiations, data collection, analysis, etc.
- Evaluate terminal operations performance, field difficulties and assist in settling "bottle-necks
- Update Ships Arrival Schedule and provide customers, Forwarding Agents, Handling/Stevedoring Agents, Port Authority with prospected information.
- Assist customers in completing booking, boarding, goods lifting and removals.
- Liaise with some public transport Departments, cooperate with hinterland customers and defend interests.
- Make sure that all contractual deadlines are met, and targets are achieved.
- Core Objectives: The main focus of this position is to coordinate and manage handling and stevedoring services within the projected time frame and assist in shortening ships towing and berthing time to improve commercial operations efficiency and productivity.
- Major Assignments and Responsibilities :
- Attending meetings with Continuo Port Pilotage & Towing Service to review Ships Arrival, sheet and Ships Departure Sheet.
- Liaise with Continuo Port Authority and Stevedoring / Handling Companies for administrative formalities purpose and both berthing and logistic facilities (pilotage, towing, loading, discharge, shifting, transshipment, Ship to Ship transfer, warehousing, storage, etc. . .

- Provide crew on board ships with required needs, manage documentation (Notice of readiness, manifesto, B/L, Narcotic list, Nil list, Load Transshipments Print, Ship Store Declaration, Crew Effects Declaration, Ports Of Call Sheet, Crew list, Vaccination list, etc.), attend vessels inspection .
- Supervise and coordinate commercial operations (loading & unloading) from stevedoring/handling Companies, and issue daily Statements of Facts and Terminal Departure Reports.
- Make sure that the discharged boxes and commodities are actually delivered to the addressed customer or shifted for storing or warehousing purpose.
- Update and manage terminal operations data base, and report to the Shipping Manager as well as the Sales Manager.
- Deal with all financial aspects of Port & Operations Management.
- Provide analysis of logistic needs.
- Management of vehicle fleet and supervision of maintenance and spare parts.

Branch Manager – Saudi Arabia in Bin Hadi Rent Cars and Contracting Trading Co. From Jun - 1989 until May – 1996

7 years of work experience in **Bin Hadi Rent Cars and Contracting Trading Co. KSA**, as Branch Manager in the following areas.

Jeddah head office for 1 year, Khamis Mushayt for 2 years, Riyadh for 1 year, Al Ahsa for 1 year, Dhahran for 2 years.

Duties / Responsibilities

Follow-up crew of drivers, maintenance and spare parts specific to the branch and ensure availability of spare parts on stock
 Follow-up cars of the branch Limousine in terms of the validity of driving licenses and drivers
 Follow-up maintenance staff in a Branch - Workshop
 Make sure each car maintenance card and check the history of periodic maintenance
 Make sure that each car matching required Standards from the Ministry of Transport and Communications in KSA

2 years in **Alexandria Terminal Handling Containers Co** (Government Co) as Accountant & Auditor from **1987 until 1989**

Calculate, Estimate and Review the expenses related to loading and unloading of containers
 Responsibilities include monitoring Vessel and Yard operations to submit periodic reports of accomplishments and encountered problems; ensuring that the physical address of containers in the yard are exactly the same as those reflected in the report or in the terminal computer system; coordination with CFS for the internal movement of LCL containers and other containers requiring stripping/stuffing at CFS for proper monitoring and recording; ensuring proper coordination with the Shipping lines / Clients regarding vessel schedules and the submission of documents within cut-off-time; ensuring that all activities with the Terminal Operating System are closely monitored to meet all requirements; providing the review of operational tasks, etc.

[My resume is enclosed for your perusal, hope that my qualification meet your needs.](#)

PERSONAL INFORMATION

Name : Sabry Mohamed Abd El Motelb Adawy
 Nationality : Egyptian
 Passport No : A 31476630 – Issue on 12.09.22 – Exp 11.09.29
 Religion : Muslim
 Marital Status : Married
 Post Code : 21533

Address: Alexandria Al Seuof Area – Casel Tower – the 6th floor – front of Raneen Co - Egypt
 to Contact me Home: [0020452170094](tel:0020452170094) after work hours Mob– [00201222706848](tel:00201222706848)

E-Mail : sabry_adawy@yahoo.ca
 : sabrymohamed8@hotmail.com
 : sadawy64@gmail.com

[linkedin.com/in/sabry-adawy-5658352b](https://www.linkedin.com/in/sabry-adawy-5658352b)