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|  | **Tamer Ali Abo Taleb** |
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| **EDUCATION**  1999–2003 Faculty Of Commerce  Suez Canal University (currently named Port Said University),  Port Said, Egypt  Major: Accounting Department  **WORK EXPERIENCE** |  |

Feb 2007 – Aug 2016 Operations (Ops) Resources Controller

Suez Canal Container Terminal, East Port Said, Private Free Zone, Shark

El Tafreaa, Port Said Governorate, Egypt.

Sector: Human resources

**Responsibilities:**

• Preparing and maintaining effective fixed and/or flexible roster schedules for all shift working employees as required to assure the availability of shift manpower and maintain maximum operational efficiency.

• Managing Subcontractor Provider contracts, relationship, invoices and communication.

• Requesting daily gangs order for Ops.

• Processing, verifying, and maintaining documentation relating to personnel activities such as staffing, recruiting, training, grievances, performance evaluations, and classifications.

• Recording data for employees, including information such as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and date and reasons for occupational terminations.

• Processing and reviewing employment applications to evaluate qualifications or eligibility of applicants.

• Examining employees’ files to answer inquiries and providing information for personnel actions.

• Gathering personnel records from other departments.

• Compiling and preparing reports and documents pertaining to personnel activities.

• Arranging for in-house and external training activities.

• Arranging for online publishing or posting of job vacancies and contacting eligible applicants of being short-listed and/ or hired.

• Providing assistance in Employee Benefit Administration Programs and worker's compensation plans.

• Preparing badges, passes, and identification cards, and performing other security-related duties.

• Administering, assessing and scoring applicants’ and employees’ attitude, personality, and interests.

• Calculating daily/monthly productivity for QC - RTG – RS&EH –D&W and announcing top ten operators at the end of each month for employees’ motivation and inspiration.

• Recording & maintaining staff leaves on the IFS system & providing absenteeism report on monthly basis.

• Creating and maintaining a proper staff personal filing system, database and spread sheet files and ensure it's in line with the office procedures.

• Providing and/or arranging for training to the workforce and develop, schedule and offer consultation of proper training and professional development courses.

Jan 2006–Mar 2007 Senior Shipping officer

Worms United Shipping, Port Said, Egypt.

Sector: Shipping

**Responsibilities:**

• Verifying accuracy of incoming and outgoing shipments through examining and comparing contents with records, such as manifests, invoices, or orders.

• Preparing documents (work orders, bills of lading, and shipping orders) to route materials.

• Determining shipping method for materials, using knowledge of shipping procedures, routes, and rates.

• Recording shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes.

• Contacting carrier representatives to make arrangements and issue instructions for materials shipping and delivery.

• Conferring and corresponding with establishment representatives to rectify problems, such as damages, shortages, and non-conformance to specifications.

• Requesting and storing shipping materials and supplies to maintain stock inventory.

• Delivering or routing materials to departments, utilising work devices, such as hand truck, conveyor, or sorting bins.

• Computing amounts, such as space available and shipping, storage, and charges demurrage, using calculator or price list.

• Preparing materials for shipping (packing, sealing, labelling, and affixing postage), using work devices such as hand tools, power tools, and postage meter.

Oct 2004–Dec 2005 Shipping Clerk

Dominion Shipping Agencies, Port Said, Egypt.

Sector: Shipping

**Responsibilities:**

•Verifying accuracy of incoming and outgoing shipments through examining and comparing contents with records, such as manifests, invoices, or orders.

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• Computing amounts, such as space available and shipping, storage, and charges demurrage, using calculator or price list.

**PROFESSIONAL DEVELOPMENT**

Mar 2016–Mar 2016 Write professional emails in English (online)

Georgia Institute Of Technology

24 Sep 2014 Microsoft Office Specialist Master

NEN-Certiport Authorized Testing Centre, Port said, Egypt.

11 Sep 2014–24 Sep 2014 Microsoft Office Specialist for Outlook 2010

NEN-Certiport Authorized Testing Centre, Port said, Egypt.

25 Aug 2014–10 Sep 2014 Microsoft Office Specialist for PowerPoint 2010

NEN-Certiport Authorized Testing Centre, Port said, Egypt.

1 May 2014–24 Aug 2014 Office Excel 2010 Expert

NEN-Certiport Authorized Testing Centre, Port said, Egypt.

7 Dec 2013–23 Apr 2014 Office Word 2010 Expert

NEN-Certiport Authorized Testing Centre, Port said, Egypt.

20 Aug 2014–20 Aug 2014 HR-Legal training

Ibrachy & Dermarkar Law Firm, Port said, Egypt.

19 Feb 2012–20 Feb 2012 Leadership Skills

AB and associates, Cairo, Egypt.

26 Jan 2012–27 Jan 2012 Teamwork & conflict management

AB and associates, Cairo, Egypt.

2 Jan 2012–3 Jan 2012 Communication skills & emotion Intelligence

AB and associates, Cairo, Egypt.

5 Jun 2011–7 Jun 2011 Building a winning Team

AB and associates, Cairo, Egypt.

25 Oct 2010–3 Nov 2010 It's All About Me

Edge Consultants, Cairo, Egypt.

6 Jun 2010–6 Jun 2010 Six Sigma Yellow Belt

Suez Canal Container Terminal, East Port Said, Port Said, Egypt.

26 May 2009–26 May 2009 Safety Culture Workshops

Suez Canal Container Terminal, East Port Said, Port Said, Egypt.

18 Mar 2007–20 Mar 2007 GTDP - Induction/Safety Management System/Security

Suez Canal Container Terminal, East Port Said, Port Said, Egypt.

10 Apr 2007 –10 Apr 2007 Prevention of Physical Problems and Physical education

Suez Canal Container Terminal, East Port Said, Port Said, Egypt.

**PROFESSIONAL SKILLS**

**Language Skills**

• Arabic: Native

• English: Functional

**Interpersonal Communication Skills**

• Ability to communicate effectively with superiors, colleagues, and staff through verbal and written commands.

• Ability to adapt to and live in multicultural environments with a flexible attitude gained through personal and professional experience.

• Strong social skills and friendly attitude, respectable to other cultures and various ethnicities and capability of establishing strong working and social relations with colleagues of different cultural backgrounds.

• Ability to practice active listening; engaging and understanding the words or the information being communicated, as well as understanding the subtle emotions in the speaker’s words.

• Ability to enter conversations with a flexible, open mind while conveying respect for people and their ideas even when disagreeing with them.

• Very good presentation skills with an ability to communicate, train or present data and reports to superiors, colleagues, and staff.

• Ability to appropriately give and receive feedback in a respectful manner according to types of personalities.

• Barring a great respect to corporate ethical principles and business discretion

• Strong leadership skills such as multitasking, negotiation, organization, time management, effective problem solving with a positive attitude towards problems thinking of them as opportunities and learning experiences.

• Analytical and critical thinking skills and ability to think clearly and stay organized even in stressful conditions.

• Team player, roll up your sleeves attitude, self-motivated, confident.

**Computer Skills**

• Windows: Expert

• Microsoft (Word, Power Point, Excel): Expert, Professional Microsoft Office 2010.

**Driving licence**

• Egyptian car driving licence class (B)

• Motor driving licence.