




Mina Wagih Abdo Mosaad



PERSONAL DATA

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PROFESSIONAL EXPERIENCE

Senior Import Specialist (Apr 2025 – Present)
ELSEWEDY CABLES



- Responsible for handling SEA & AIR shipments from suppliers across multiple countries to the factory.
- Prepared required banking documents and followed up on Form 4 issuance and bank guarantee processing.
- Handled customs clearance procedures for both SEA & AIR shipments.
- Handled operations through the Egyptian Customs Nafeza system.
- Coordinated document submission from suppliers and processed ACID issuance.
- Dailly follow up with forwarder & supplier in freight.
- Follow up the payment with finance department.
- Recorded and updated all shipment data on Oracle system.
- Prepared shipment reports covering costs, shipment volume, and container count on a quarterly and annual basis.

Senior Import Specialist (Dec 2018 – Mar 2025)
Jade Textile Ismailia Company.



- Communication with supplier after receiving order confirmation to arrange pickup the shipment, transportation, track it till deliver to our port.
- Dailly follow up with forwarder & supplier in freight.
- Quoting rates with forwarder and shipping lines to get the best rate & arrange the booking & loading with them till vessel sailing.
- Handling the shipments docs after receiving it from bank to our brokers in ports and follow up customs clearance process step by step including public security shipments with broker and Nafeza website till release it from customs and receiving clearance invoice.
- Follow up the payment with finance department.
- Arrange all needed document in freight with supplier and follow up all EXW & FOB shipments and uploading docs in Cargo X and ACID process.
- Prepare import file include all details of shipments, to can follow up easily
- Prepare costing sheet to minimalize the costs and enhance our services in freight and customs clearance through the year, save more money for treasury by creating solutions to overcome problems in storage demurrage.



Senior Logistic (Jun 2016 – Nov 2018)

Swiss garments Company.

- My main responsibilities are (Operation Air & Courier – follow up on the customs clearance – review on the air freight and customs clearance invoices – making reports).
- Handing 4 factories with many several types of the customs clearance (Arafa Holding).
- Handling the export shipments (Samples which we are sending by Courier) and its problems.
- Communicating with all departments and achieve the goal (Purchasing – Planning – Warehouse – Sales – Finance - freight forwarder).

Customs broker (Oct 2012-Jun 2016)

Expeditors Egypt company |Cairo &Ismailia, Egypt



- Responsible of customs Declaration and inspection
- Once all inspections are complete and payments are made, make process of release the goods for delivery to their destination.

EDUCATION

Bachelor of Commerce – Accounting (Sep 2006 – May 2010)

Suez Canal University, Ismailia, Egypt

CERTIFICATES AND TRAININGS

- Qualified Accountant Diploma.
- Accounting applications with excel.
- Customer service skills - negotiating skills.
- The preparation of final accounts and balance sheets.
- English Conversation Course (Nov 2006 – Feb 2007)
– Army institute, Ismailia Egypt.
- English Conversation Course (The British University in Egypt)- Level 7 conversation (June 2024- Present)

LANGUAGES

- Arabic Mother languages, Fluent in reading, written and spoken.
- English Very Good in reading, written and spoken.

Qualifications & Skills

- Excellent knowledge of Word, Excel, Power point outlook (Arabic & English)
- Excellent Typing Skills (English & Arabic)
- Excellent knowledge of Internet (Search, Download files, Email)
- Management Skills.
- Communication Skills.

Personal Skills

- Maintain excellent relationships with colleagues and supervisors.
- Ability to deal with work pressure and high demands.
- Ability to negotiate and persuade others.
- Communication skills.
- Enhanced Interpersonal and presentation skills.
- Ability to handle multi-tasks at the same time.
- Time management.

References available upon requested