



Curriculum Vitae

Bassam
Sallah

Logistics Team Leader



QUALIFICATIONS

B.Sc. in English Commerce
Accounting Department, from
Alexandria University, Egypt, 2012.

KEY SKILLS

Organised and logical, willing to adapt quickly to changing policies and procedures.

Able to work as part of a team in a fast paced and pressured environment, communicating effectively with both colleagues and clients and following verbal and written instructions.

Able to efficiently solve problems relating to finance and transportation of goods in locations both national and overseas.

Proficient with Microsoft Office and other software used in the centre.

YEARS OF EXPERIENCE

5+

PROFILE

Bassam is organised, process driven, and has the ability to develop efficient logistics procedures. In his career he has had extensive exposure to oil spill preparedness and response logistics and supply chain management. He is proactive and able to multi-task without losing focus.

As a proven Team leader he is able to quickly establish clear expectations from junior staff, he does this by demonstrating high standards of work practices and having a safety conscious attitude. He always encourages colleagues to work cross functionally, and not stop at the boundaries of their job description.

EXPERIENCE

An educated, informed and competent Logistics Team Leader who has 4 years of experience delivering on all logistical requirements for a national tier 2 oil spill response centre, tracking performance according to logistical processes and procedures to drive continuous improvement in line with the centres operational plan.

SELECT PROJECT EXPERIENCE

Logistics team leader , International Environmental & Marine Services, Egypt

- Logistical cash flow control, day to day funds and emergency fund management.
- Oversee purchase management for centre supplies in accordance to company procedures.
- Equipment tagging with approved IEMS unique id number.
- Warehousing to ensure adequate, efficient, safe and secure facility at the centre and or equipment storage site.
- Use equipment inventory to control and manage all equipment.
- Coordinate operations to ensure the balance between the equipment in use, equipment at the centre or site and the future equipment needs of the centre.
- Receive project/response management plans; coordinate resources and support services required.
- Maintain list of approved suppliers for transportation including lifting device suppliers of cranes and forklifts.
- Provide services and support for all response resources to meet the requirements of the centres services, contracts and response activities.
- Obtain and manage details on potential staging areas.
- Ensure that all suppliers meet the IEMS approved suppliers criteria
- Implementing the quality & health & safety & security and policy of the company
- Responsible for identifying training needs of personnel and transfer of knowledge to ensure that adequate levels of competency are maintained.



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SUPPLEMENTARY

International Maritime Organization.
(IMO level 1).

International Maritime Organization.
(IMO level 2).

Basic Fire fighting.

Program of Commercial Excel.

Program of Quick Book.

Program of Peach Tree.

Book Keeping.

SELECT PROJECT EXPERIENCE

Logistics team leader ,Petro Environmental Services Company, Egypt,

- Responsible about the site Petty cash and payments the suppliers claims.
- Admin reports for the Head office and others.
- Collaborate with other departments as necessary to meet site requirements.
- Responsible for incoming faxes to the site and outgoing.
- The employee attendance and their vacations prepare the employees allowance and missions, and update their data base.
- The compliance of the items purchased with the environmental terms and laws.
- Responsible for the Site Personnel & the equipment and Vehicles Licenses and Permission.
- Provide an annual plan of the site purchases in coordination with the relevant divisions.
- Prepare the estimated budget for the site annuals financial requirements.
- Follow-up procedures for paying salaries to employees and entitlements.
- Pay suppliers and service providers.
- Supervising the implementation of actions relating to the financial affairs
- Ensure that all business identical to the company's policy on security and environmental safety.
- Actively participate, as part of team, in accident/incident investigations as required.
- Take positive steps towards the implementation of the company's safety system in all the work assigned to him.
- Abide by all the primary tasks of security and safety when necessary.
- Seriously participation as a member of the group in the query for the facts about the incidents while so requires