



# SHOROUK AHMED MOHAMED GAMEL

OCEAN EXPORT OPERATIONS GENERALIST

**Data Of Birth :** 26/7/2001

**Address :** Zahraa EL-Maadi , Cairo,Egypt

**Nationality :** Egyptian

**Marital status:** Single

**Religion :** Muslim

## EDUCATION

Bachelor of Arts Department of surveying , geographic information systems and remote sensing, cairo university ,2023  
Grade : B+ (3.4)

## Skills

- Presentation skills
- Team Work
- Time management & Planning
- Work under pressure
- Self-Learning
- Leadership skills
- Using Computer programmes (ESRI ArcGIS - Envi - Auto CAD - ERDAS IMAGINE - GEO Media - Google Earth - SNAP - Microsoft OFFICE - Cargo Wise )
- Communication Skills

## GRADUATION PROJECT

- Using Remote Sensing and GIS for Sustainable development in the Red Sea Governorate
- **Grade : Excellent**
- Using Remote Sensing and GIS for monitoring coastal changes and urban development in Northwestern coastal zone
- **Grade : The third position in the batch**

## LANGUAGES

- Very Good in English
- Arabic Native

# EXPERIENCE

## D.B Group Egypt Shipping Services

### Ocean Export Operations Generalist (Since June 2024- present)

- Managed global accounts, Like BENATTON.
- Negotiated special pricing with shipping lines for exports from Egypt to various destinations.
- Coordinated export operations, including booking confirmations, shipping instructions, and VGM.
- Arranged trucking services for shipments to and from ports.
- Handled customs clearance procedures for export shipments.
- Demonstrated expertise in all Incoterms.
- Maintained strong communication with shipping lines, NVOCCs, and transportation contractors.
- Using Cargo Wise ( CW ) to enter shipments and handling invoices

### **Skills:-**

- Shipping Incoterms
- Export documentation (e.g., Bill of Lading, Commercial Invoice)
- Customs procedures
- Shipping line booking systems
- Logistics Software ( Cargo Wise )
- Strong communication and negotiation skills
- Problem-solving and decision-making abilities
- Attention to detail

## **Human Resources & Admin Generalist** (Since November 2023- present)

( As a HR Generalist for D.B Group Egypt addition to my position)

- Managed contract employees, including onboarding, offboarding, and contract renewals.
- Represented the company at the Egyptian-Italian Chamber (CCI) and Represented the company,
- Assist the company with EIFFA applications.
- Handled social insurance matters, including calculating employee and company contributions.
- Manage Social Insurance and Calculating the percent between the employee's percentage and the company's percentage on Payroll.
- Managed employee medical approvals, claims, and relationships with medical providers.
- Negotiated special offers and discounts with medical companies.
- Coordinated HR- Letters related documentation for bank submissions.
- Responsibility for Recruitment & Selections as Talent Acquisition
- Responsibility for people planning & Job Analysis, make Job description for All Employees and Organizations Charts

### **Skills:-**

- Egyptian Labor law
- Human Resources management
- Talent acquisition
- Employee relations
- Benefits administration
- Social insurance regulations
- Administrative tasks
- Strong communication and interpersonal skills
- Problem-solving and conflict resolution abilities
- Organizational and time management skills
- Negotiation skills

# COURSES & TRAINING

## EGY CHAM

### 1-Advanced HR Management Diploma ( July - October 2024)

- HRM at Strategical Level
- HRM Audit Research
- Competency Modeling
- Performance Management & Appraisals
- Organization Structure
- HR Policies & Procedures
- Change Management Principles
- Strikes & Conflict Management
- Manpower Planning & Forecasting
- Case Studies

### 2- HR Management Diploma Professional (March - July 2024)

- People Management Functions
  1. People Planning & Job Analysis Techniques
  2. Talent Acquisition
  3. Training, Learning & Development
  4. Compensation & Benefits
  5. Performance Management
  6. Personal Management
  7. Health & Safety
  8. Organization Development
- Labor law
- HRM & FIRM Performance Indicators (FPI)

### My Project in Professional Track: Practical Application of Salary Scale in FMCG Company.

- Manage three departments and apply how to make salary survey & salary scale
- I'm revolutionizing the FMCG landscape
- I'm dedicated to building long-term relationships with our partners, customers, and employees.

**I earned an 'Excellent' ( My degree is 100%) rating on the HR certificate approved by SHRM, HRCI, and EGY CHAM.**

### **British Council** ( October – September 2024)

Attended 37 hours of British Council English General English (Speaking & Writing )

### **Faculty of Engineering , Cairo University**

Training Course Auto cad 2D

**Period:** July To August 2023

### **EDGE-PRO ( August 2022)**

ERDAS IMAGINE Analysis Tools & Geomadia Analysis Tools

Training ICDL v6 Modules ( OS – Windows 10- ,MICROSOFT OFFICE –  
ICT – Internet )

**Period :** 12 September to 5 October 2022

### **National Authority for Remote Sensing & Space Sciences**

1- A workshop entitled") Fundamentals of Remote Sensing and Geographic Information Systems  
" using a program ENVI , ArcGIS ) Online via application " Webex "

**Period:** 11 July To 14 July 2021

2- Participation in a training project "Using Remote Sensing and GIS for monitoring coastal  
changes and urban development in Northwestern coastal zone"

**Period:** 20 August To 22 September , 2022

### **The Arab contractors** (25 July to 12 August 2021)

Training for college students organized by the Technological  
Institute for Construction Engineering and Management