

# NAJWA JROUSH

## Details

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Tripoli, Libya

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## Skills

Ability to Multitask

Microsoft Excel

Computer Skills

Microsoft Office

Ability to Work in a Team

Customer Service

Knowledge of Warehouse and  
Transportation Operations

Coordination Skills

Experience

Employment Record/

## Profile

Strong problem-solving abilities, prioritizing efficiency, and customer satisfaction. Effective communicator, fostering strong relationships with suppliers, carriers, and internal stakeholders.

## Employment History

### Logistics Coordinator, SAMAWAT MARITIME LLC.

July, 2018- Present

Handling various aspects of logistics, such as transportation, inventory management, and supply chain optimization. Effective communication with suppliers, vendors, and internal teams is key to building strong relationships and achieving high levels of customer satisfaction.

### HR & Production Manager, Al-Fassel Adhahabi for Dates Production

April, 2017 - June, 2018

overseeing the recruitment and selection process, managing employee relations and performance, implementing HR policies and procedures, and ensuring compliance with labor laws and regulations. Planning and organizing production schedules, ensuring efficient utilization of resources, monitoring production processes to meet quality standards, implementing continuous improvement initiatives, managing and supervising production staff, ensuring adherence to safety protocols, and optimizing production efficiency and output.

### Administrative Assistant, Turch Tourism

January, 2017- March, 2017

Managing calendars, correspondence, schedules, emails and travel arrangements, organizing and coordinating meetings and events, and providing general administrative support to the team or department.

### Project Manager, Amber Connect

June, 2016 - December, 2016

Collaborating with cross-functional teams, including developers, designers, and stakeholders, to ensure clear communication, alignment, and coordination throughout the project life-cycle.

## Education

### Diploma in Linguistics, Tripoli University

March, 2016- July, 2017

### Bachelor degree in English Language, Tripoli University

September, 2008- December, 2012

## Courses

Maritime Accounting, Libyan Chamber of Shipping, 2022.

The requirements of the QMS ISO 9001:2015, Al-Mayar Co. for Qualification, Training and Consulting, 2023.