



# **Samet ŞEKER**

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**DoB / Place:** 29.07.1985 / Izmir

**Nationality:** Turkish

**Military Service:** Completed (01.2015)

**Driving Licence:** M/B1/B/D1/F – 2003 / G (forklift) – 2021

## **ABOUT:**

I have gained experience in various areas, from specialist to management, **over +7 years**. Specifically, in the last 4 years I have focused on **Bonded Warehouse, Air Cargo, Logistics, Facility Operations Management and CRM**. These experiences were connected with each other due to my last title and I have developed my skills in these roles.

Additionally, I was involved in all levels of the relevant operations, which gave me valuable experience.

I would like to highlight that I possess all the necessary **certificates and training documents (+30 documents)** related to the operations that I mentioned above, which enables me to manage those operations effectively.

Finally, I would like to mention that I am **proficient in English**.

## **EDUCATION:**

### **England / United Kingdom**

- 12/2013 - **University of Wales - Business Administration** (Bachelor of Arts - BA)

### **Turkiye**

- 08/2009 - **Celal Bayar University – Bureau Management and Secretarial** (Associate of Arts - AA)

## **EXPERIENCE:**

### **Turkiye**

- 01/2017 – 08/2020: **ADB Airport Station Manager** / S Sistem Lojistik Hizmetler A.Ş. & Sistem Güvenlik Hizmetleri Ltd. Şti.

#### **Bonded Warehouse, Air Cargo, Logistics Operations;**

<https://www.ssistem.com/en/main-page/>

- Sharing Information with airport authorities (Airport Administrative Authority/MIA, State Airports Authority/DHMI, Airport Customs Directorate/Gümrük Müdürlüğü, Airlines and GHOs),
- Encouraging and supervising employees,
- Monitoring air cargo actions related to receiving, storing and distributing operations in the warehouse,
- Ensuring the stacking of air cargo (import and export) goods in the right place as needed (AVI, CAO, DIP, PER, REQ, PES, PEF, FRO, VAL etc.),
- Striving to bring air CHARTER operations to the company,
- Organising vehicles and planning routes (drop off and/or pick up) according to airline and importer/exporter requirements,
- Coordinating logistics for customs procedures,
- Maintaining paperwork and keeping accurate records of warehouse operations,
- Last controls of Import / Export documents,
- Implementing operational policies and rules into practice,
- Monitor the facility to ensure that it remains safe, secure and well-maintained,
- Oversees the maintenance and repair of machinery, equipment and electrical and mechanical systems,
- Following the health and safety measures in the facility,
- Monthly and weekly business analysis, daily reporting and planning.

#### **Warehouse Security & Aircraft Private Security Operations;**

<https://www.sistemsecurity.com/en/home/>

- Provide our business partners with the highest level of security services to accept airfreight,
- Overseeing security measures and procedures in the area of the warehouse/aircraft. (according to IATA, Airlines and Airport Authorities),
- Provide ETD, EDD or both services, in addition to X-RAY screening, for air cargo and passenger acceptance to enhance security.

### **Izmir, Adnan Menderes Airport (ADB)**

- 09/2016 – 01/2017: **ADB Operation Specialist** / S Sistem Lojistik Hizmetler A.Ş.

<https://www.ssistem.com/en/main-page/>

### **Izmir, Adnan Menderes Airport (ADB)**

- 05/2015 – 05/2016: **BJV Passenger Service Specialist** / TGS Yer Hizmetleri A.Ş

<https://tgs.aero/>

- Accepting incoming travellers and directing them to the baggage claim facilities and terminal exit,
- Acceptance of departing passengers for the flight and luggage processing,
- Safe departure of passengers from the aircraft,
- VIP, unaccompanied minor and special care passenger services for both arrival and departure.

### **Mugla, Milas–Bodrum Airport (BJV)**

### **England / United Kingdom**

- 12/2011 - 12/2013: **Section Manager** / TAS Restaurant Limited – Bloomsbury Branch

<https://tasrestaurants.co.uk/>

- Successfully completing all duties on time,
- Before and throughout the shift, checking the other tasks that my co-workers have completed,
- Training our new teammates.

### **Bloomsbury, London / England, UK**

### **Turkiye**

- 09/2006 – 02/2007: **Office and Field Staff** / M.A.C Group

**Izmir**

## COURSE & CERTIFICATES:

<p><b>2022</b> – Organization: Piraeus Maritime Training Center</p> <p>Subject: STCW - Basic Safety Training</p>
<p>Organization: Piraeus Maritime Training Center</p> <p>Subject: STCW - Security Awareness Training For All Seafarers</p>
<p>Organization: Piraeus Maritime Training Center</p> <p>Subject: STCW - Training For Personnel Serving on Board Passenger Ships</p>
<p><b>2021</b> – Organization: Directorate General of Civil Aviation (Turkey)</p> <p>Subject: DRONE Licence (1 - Sports / Amateur)</p>
<p><b>2020</b> – Organization: IATA (International Air Transport Association)</p> <p>Subject: IATA Dangerous Goods Regulations (DGR) Category 1/2/3/6 (EXP)</p>
<p><b>2019</b> – Organization: Lufthansa Cargo AG.</p> <p>Subject: IATA Dangerous Goods Regulations (DGR) Categories 7/8 (EXP)</p>
<p><b>2018</b> – Organization: The International Civil Aviation Organization (ICAO)</p> <p>Subject: Air Cargo Acceptance &amp; Handling</p> <p>Organization: Directorate General of Civil Aviation (Turkey)</p> <p>Subject: Authorized Executive for Security</p>
<p>Organization: DUHA Aviation Academy</p> <p>Subject: IATA Dangerous Goods Regulations (DGR) Category 9/11/12 (EXP)</p>
<p><b>2016</b> – Organization: Turkish Ground Service A.S</p> <p>Subject: Corporate Stance - Effective Communication - Empathy Training</p> <p>Organization: Turkish Ground Service A.S</p> <p>Subject: Emergency and Disaster Risk Management</p> <p>Organization: Turkish Ground Service A.S</p> <p>Subject: Passenger Services Personnel and Passenger Dialogue</p>
<p>Organization: Turkish Aviation Academy</p> <p>Subject: Departure Control System (Check-in)</p> <p>Organization: T.C. Ulaştırma, Denizcilik ve Haberleşme Bakanlığı - SHGM - TGS</p> <p>Subject: Ramp Safety and Apron Rules (Refresher)</p> <p>Organization: T.C. Ulaştırma, Denizcilik ve Haberleşme Bakanlığı - SHGM - TGS</p> <p>Subject: Environmental Training</p>
<p><b>2015</b> – Organization: Turkish Ground Service A.S</p>

<p>Subject: Disable Passenger's Procedure and Transfer</p>
<p>Organization: Tez Medikal &amp; TGS</p> <p>Subject: General Occupational Health and Safety</p>
<p>Organization: T.C. Ulaştırma ve Denizcilik Bakanlığı &amp; IATA &amp; TGS</p> <p>Subject: IATA Dangerous Goods Regulations (DGR) Category 9/11/12</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: Travel Documents Training</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: Safety Management System (SMS)</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: Communication (Passenger Services Training)</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: Ground Services Safety Course (Passenger)</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: Ramp Safety and Apron Rules</p>
<p>Organization: Turkish Aviation Academy</p> <p>Subject: Departure Control System (Quick Check-in)</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: SITA DCS</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: SITA DCS (Liaison Check-in) Training</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: SITA DCS Supervisor Training</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: Security Awareness Training</p>
<p>Organization: Turkish Ground Service A.S</p> <p>Subject: Human Factors in Aviation</p>
<p><b>2012</b> - Organisation: Chartered Institute of Environmental Health</p> <p>Subject: Health and Safety in the Workplace</p>
<p>Organization: NCFE / Kensington College of Business</p> <p>Subject: Advanced (Level 5) &amp; Level 4 Diplomas in Business Studies</p> <p>Units achieved:</p> <p>Advanced (Level5) Diploma: Business Law, Management Accounting, Financial Management, Market Research and Marketing Communication.</p> <p>Level 4 Diploma: Marketing</p>
<p><b>2009</b> - Organization: KASCERT International</p> <p>Subject: "Quality Management Specialization", "ISO 9001:2008"</p>

**SKILLS:**

- Microsoft Office Applications
- SAP
- Troya
- Liaison and Gui (Quick Check-in)
- SITA-Dcs
- Atlantis (WMS)
- Forklift
- Drone (Licence; 1 - Sportive / Amateur)
- Time Management
- Transportation Management
- Space Planning
- Documentation
- Cargo Handling Expertise
- Work Planning
- Workflow Coordination
- Safety and Facility Management

**HOBBIES, SOCIAL ACTIVITIES and MEMBERSHIPS:**

Reading, Cinema, Internet, Documentary, Walking (trekking), Aviation and Logistics News.

University of Wales Alumni Community.

Celal Bayar University Alumni Community.

**REFERENCES:**

References Available Upon Request.