**SAMIR**

**WAREHOUSE AND LOGISTICS MANAGER**

**Personal Info:**

* Nationality: Lebanese
* Date of birth: 1/2/1983
* Civil Status: Married
* Email Address: [samir.343016@2freemail.com](mailto:samir.343016@2freemail.com)
* C/o-Phone #: +971503718643
* Languages: English & Arabic (Excellent : spoken, written and read)

**Career Objective:**

To pursue a position utilizing my core competencies in areas of procurement, logistics, warehousing, Operations and business administration through a business enterprise that promotes and practices performance excellence, positive work ethics and social responsibility providing a venue for total personal and professional growth.

**AREAS OF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| * Store concepts | * Sales techniques | * Inventory systems |
| * Customer service | * Staff scheduling | * Stock & Cost control |
| * Show rooms | * Team leading | * Logistics |

**WORK EXPERIENCE   
  
WAREHOUSE / LOGISTICS MANAGER & ACCOUNT CONTROLLER**

**JMG Limited (Lagos/ Nigeria) – July 2012- July 2016**

JMG Limited is one of the world leading companies in the power generation industry (FG Wilson Standards) in Nigeria and the official partner of Mitsubishi Heavy Industries since 2014. It caters to industries such as telecommunications, leisure, health, construction and manufacturing & offers its clients a complete range of generators with an added advantage of 24/7 support and after sales service. It has been seen growing with interest and support from both local and multinational companies for the Mitsubishi Diesel & Gas Generator brand.

**Duties**:

Fully accountable for all the operational activity in the store and providing clear leadership to the team and leading by example in all areas of the business. Working hard to ensure that the store and company sales targets, operations, goals and polices are met.

* Ensure customer service is of the highest standards at all times.
* Managing a team of over 60 staff (stores, account and delivery dispatches), including sales executions & supervisors.
* Interviewing and recruiting new staff.
* Organizing staff training and development.
* Implementing and controlling store procedures (from raw materials till finished products).
* Establishing, managing and regularly reviewing the store grading systems to ensure optimum stock levels.
* Overseeing stock control and receiving orders.
* Controlling inventories (daily stock takings) to keep the stock balanced and be aware for any discrepancy.
* Dealing with inside sales, making cold calls, track and follow up and advice customers on the company products advantages and features providing them with the initial sales documentation such as quotations, delivery times, orders and invoices.
* Experience in the servicing and overhauling materials for gen-sets.
* Experience in the electrical materials for gen-sets and house installation materials (Legrand SPECS).
* Analyzed sales figures, Utilized IT databases (DOLPHIN) to record sales figures, for data analysis and forward forecasts.
* Forecast volume of future sales to maximize profit.
* Expert user of Microsoft office & Inventory Management Software.

**PURCHASING MANAGER - 2010-2012  
MZAAR INTERCONTINENTAL - Mount Lebanon- Lebanon**

**(Part of the Intercontinental Group of Hotels and Resorts Worldwide)**

Responsible for controlling a minimum stock level for all items and assets in the company and focusing on preparing purchase orders and contacting suppliers to maintain a successful circular operation between stock and consumables.

**Duties:**

* Ensure all purchase orders are in place and ready to be delivered.
* Controlling minimum stock levels of local and foreign goods.
* Contacting local and overseas suppliers for the F&B stock.

**STORE OPERATIONS IN-CHARGE -2006-2010**

**ABED TAHAN AND SONS – Beirut - Lebanon**

One of the grandest retail companies in Lebanon. A local and National chain of different varieties of products including Home Appliances, Electrical Equipments , Health & Fitness , Home & Office , Gaming & Toys, Personal Care & Beauty, etc..

**Duties:**

* Responsible on all store operations (In and out transactions).
* Receiving goods, raising GRNs, Inventories, etc…
* Supervising the monthly inventory of the stock.
* Reporting on any shortages or discrepancies may arise.

**KEY SKILLS AND COMPETENCIES**

* Aware of all due diligence requirements, such as stock rotation, market needs, red alerts, and product restrictions.
* Knowledge of managing productivity, individual targets, and employee rotations.
* Managing customer expectations and ensuring customer satisfaction through setting key performance indicators (KPI’s) and ensuring these KPI’s are being met across the health centre
* Knowledge in cost reduction analysis.
* Knowledge of all relevant retailing legal, professional and ethical requirements.
* People Management experience, including labor and disciplinary management including the ability to lead and motivate others, delegate work and explain ideas
* Knowledge in sales operations and market needs for different aspects including rental agreements of Mobiles and sales retail gen-sets.
* Introducing customers to the latest updates and newly releases of products within or outside the premises of the company.
* Persuasive, organizational skills, multitasking and time management.
* Excellent oral and written skills
* Numeracy
* Analytical ability
* Initiative and decisiveness
* Enthusiasm
* Technical skills and an aptitude to learn new things.
* Problem-solving skills and an ability to work on a tactical and strategic level
* The ability to work under pressure and to tight deadlines.

**ACADEMIC QUALIFICATIONS  
  
AOU (ARAB OPEN UNIVERSITY- BEIRUT - LEBANON) 2005-2009**A Bachelor of Science in Information Technology and computing)

**BOSS (Baakleen Official Secondary School) - Mount Lebanon- Lebanon**

GENERAL SCIENCE)

**REFERENCES**: Available upon request.