**Hassan**

**E-mail.** **Hassan.380632@2freemai.com**

**CAREER OBJECTIVES:**

To find a challenging position to meet my competencies, capabilities, skills, education and experience.

**QUALIFICATIONS:**

1. **Academic:**
* Diploma Restaurant Business 2005 Tunis
1. **Professional Skills:**
* Ability to plan, organizes, coordinate, and direct a comprehensive internal audit function.
* Ability to communicate effectively, both orally and in writing.
* Meet deadlines/ time management skills.
* Analytical skills
* Excellent numerical & reconciliation skills.
* Good knowledge and experience in the industry through work experience with international principals.
* Problem solving skills with a capacity to identify the key issues, thus enabling the development of short and long term sustainable solutions.
* Keen to travel & develop network of professional & business relationships.
* Excellent people management and scheduling work assignments.
* Ability to work independently as well as a team member.
* Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
* Reliable/ Work under pressure.
* Decision making ability, Self-Motivated, Observant, Initiative, Assertive, and Persuasive.
* Management, Marketing, Inventory management, Auditing & Accounting.
* Computer Skills (Oracle, SharePoint, Business Object, MS-Word, Outlook, MS-Excel&Access).

**EXPERIENCES:**

 **September 2006 – Up To Day**

 **Company: Paris Gallery**

 **Job Title: INVENTORY AUDIT SPECIALIST**

  **Industry:** **Retail**

**Duties :**

* Plan, organize, analyze and carry out the internal audit function including the preparation of an audit plan which fulfils the responsibilities of the department.
* Documents control (internal & external).
* Schedule and coordinate the stock count with all parties.
* Prepare the stock variance report, comparing available with online stock.
* Giving recommendations, suggestion, and actions to be taken.
* Scheduling and assigning work and estimating the resource needs.
* Initiate and implement new procedures within the department for smooth functioning of the inventory management.
* Assist Group Consultant, Auditors (external and internal) financial analysts and Department Heads by providing the information required by them for their job and verifications.
* Assesses departmental needs, establishes priorities for audit coverage, and develops short and long range audit plans, monitors and periodically reports status to the board of directors.
* Use various software applications, such as Inventory module, sales module, Business objects…
* Assist in special assignments
* Perform miscellaneous job related duties.

**All Paris Gallery “55 store**

* Be up-to-date with the latest developments in the skills-training field; attend training seminars and training courses.
* Be up to-to-date with the worldwide best practices in the field; try to get the maximum utilization wherever needed and applicable.
* Visit showrooms to ensure the effective implementation of the policies and procedures.
* Work in tide coordination with the internal audit department to make sure that all transactions in the site levels are in place according to the policy and procedure of the company, which all lead for achieving the vision and mission of the company.
* Plan, communicate, and coordinate the perpetual stock taking process.
* Prepare and investigate the variance report.
* Create policies and procedures that make control on all stock levels.
* Perform random checks to ensure that the departmental procedures & policies, especially with respect to documentation & stock taking process are complied with.
* Communicate & coordinate with different internal parties to identify & rectify discrepancies.

**Projects Handled**

*First Project Handled 2010-2011 Creating* ***Share Point system****:*

1. Creating an **Share Point System** in coordination with the **Information Technology Department**, to eliminate to use the paper and go through “ Go Green”
	1. Designing full cycle of stock taking on share point from starting stock taking until end.
	2. Schedule stock taking by it.
	3. Upload all stock taking analysis and checking in the system.
	4. Visiting showroom by full details enter in the system.
	5. All reports and presentation uploaded on it.
	6. All document to be checked enter on it to check by team.
	7. Register for watches and sunglasses.
	8. Staff vacation arrange by it.

**Languages:**

* **English**: Fluent
* **Arabic**: Mother Tongue
* Basic knowledge of French.

**PERSONAL DETAILS:**

Full Name : Hassan

 Date of Birth : 23 May 1980

 Nationality : Palestinian

 Marital Status : Married

 Home Language : Arabic

 Driving License : UAE

 Health : Excellent

 Hobbies and

 Interests : Swimming & Football