**First Name of Application CV No 549012**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**Professional Summary**

Adaptable Stock Controller with extensive experience in material handling, inspections and shipping and receiving.  
Focused on continual process improvement and cost reduction. Familiar with all aspects of logistics, shipping and  
receiving and general warehouse operations.I have maintained perfect attendance and safety records throughout a 7 year  
career.

**Core Qualifications**

Shipping and receiving Fluent in English  
Safety-oriented Fluent in French  
Production scheduling Fluent in Arabic  
Defect tracking Ms Office  
Results-oriented Visual Dolphin  
Multi-tasker Data Flow  
Strong communication skills Foxpro  
Natural leader  
Exceptional problem solver

**Experience**

**Inventory Controller-Warehouse Executive-Logistics 05/2011 to Current**  
**Al Wadi Al Akhdar Beirut, Zalka**

Coordinated with freight forwarders to expedite international shipments.Established transportation cost standards and

economical shipping practices.Reported inventory balances and cycle counts in both the ERP and WMS  
systems.Monitored department performance data to identify and avoid potential risks.Inspected product load for accuracy  
and safely transported it around the warehouse.Contacted customers prior to delivery to confirm and coordinate delivery  
times.Evaluated operational records and made scheduling adjustments to maximize efficiency. Operating With  
compliance to Iso standards.

**Stock-Purchasing Officer 05/2009 to 02/2011**

**Mr Vincent Catering Beirut, Mazraat Yachouh**

Supervised material flow, storage and global order fulfillment.Maintained accurate stock records and  
schedules.Negotiated bulk shipping discounts with contracted carriers.Oversaw special orders and after-hours, urgent  
shipping jobs.Unloaded, picked, staged and loaded products for shipping.Conducted monthly, quarterly and yearly  
inventories of warehouse stock.Reported inventory balances and cycle counts in both the ERP and WMS systems.

**Invoicing Officer 03/2008 to 04/2009**  
**Target Food Beirut, Jdeideh**  
Organized billing and invoice data and prepared accounts receivable and expected revenue reports for  
controllers.Developed and created a more effective filing system to accelerate paperwork processing.Assisted with  
payroll preparation and entered data into cumulative payroll document.Verified and recorded the count and condition of  
cargo received.

**Sales 02/2007 to 01/2008**  
**Sawan Solar Systems Beirut, Dekwaneh**  
Responsible for implementing all business-building and relationship-building expectations with uniquely assigned

accounts and customers.Took daily inbound calls and key-entered orders, faxes, backorders and credit memos for  
assigned accounts and clients.

**Education**

**Bachelor of Arts**: **Business Administration Economics 2015**

Arab Open University Beirut, Antelias, Lebanon