

Fadi Hadchity

Date of Birth: 27 November 1987

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Summary

A dedicated and driven warehouse manager with over 13 years of experience working in demanding environments. I am a hard-working, knowledgeable and target-oriented manager. I have strong organizational skills that allow me to keep track of thousands of products in a very efficient way. I am skilled in bringing out the best in my staff and able to lead them to great success while paying attention to small details to locate more areas of improvement.

Highlights

- Leadership skills: Strong, proven track record of leadership and influencing.
- Technical mastery and adaptability: Quick to grasp new ideas, and a passion to learn new technologies and concepts.
- Communication and collaboration: ability to effectively communicate and partner with multi-functional teams and provide updates to management.
- Time Management: ability to adjust working plans and manage time to accommodate the dynamic nature of real-life projects.
- Self-starter: Self-motivated with the ability to work independently when needed and able to assess a complex situation, distil information and priorities work, often exceeding senior managers expectations.
- IT Literacy/Specialist Programs: Good competency in Microsoft Office applications, creating spreadsheets and charts, advanced manipulation of data and formula, and professional report writing. Excellent presentation skills.

Professional Experience***PROINK SAL – Mkalles- LEBANON******Warehouse manager******2016 - 2019***

- Interviewing and selecting new candidates based on their professional experience and skills.
- Developing maintenance and progress reports for the management.
- Creating safety guidelines on how to use every piece of machinery and supervising the work implementation successfully.
- Organizing and monitoring the reception, storage and distribution of all items received either from suppliers or production shops.

Printech – Unesco- LEBANON***Warehouse manager******2015 - 2016***

- Contributing to the creation and implementation of best practice warehouse vision, strategy, policies, processes and procedures to aid and improve operational.

- Representing the company in a professional, enthusiastic and positive manner.
- Ensuring an efficient warehouse operation which is able to fulfil operational and customer demand.
- Providing a safe working environment, adhering to Health, Safety and Environmental procedures and ensuring they are understood and practiced by the team that I am leading at all times.

Plastilab- Roumieh- LEBANON
Warehouse and shipping manager
2014 - 2015

- Scheduling pickups and reaching out to potential clients to set-up consistent orders.
- Tracking goods while they were in-route and informing clients of the status of their order along the way.
- Examining invoices and following up with the customers on the payments due.
- Being able to work out financing methods that helped over a dozen clients to settle their invoices on time.
- Setting supervisory plans.

ABC- Achrafieh- LEBANON
Operation and warehouse supervisor
2010 - 2014

- supervising the technical maintenance: electricity, data, network, store renovation
- Designing and implementing supervisory plans.
- Understanding customer needs and ensuring alignment with the needs/commitments of the business.
- Planning future capacity requirements.

Strassco- Zalka- LEBANON
Assistant warehouse
2007 - 2010

- Ensuring inventories are accurate and controlling inventory levels by ensuring physical counts are conducted and reconciled with automated system utilising help of the warehouse team.
- Ensuring the relevance and accuracy of all documentation relating to goods in and goods out including labeling of all stock items.
- Identifying systems' improvements and driving through recommendations for change.
- Ensuring efficient and effective use of warehouse space to include layout and future capacity requirements.
- Reviewing and suggesting ways to reduce waste.

TELETRADE Computer system - Bsalim- LEBANON
2006 - 2007

- Camera installation
- Cabling + Hardware installation

Computer Skills

- Microsoft Office: Word-Excel- Outlook -Power Point.
- Computer maintenance (hardware and application installation)

- Networking

Education

- 2005 – 2007: T.S.3 “Operating System and Networking” tourism institute - Dekwaneh
- 2004 – 2005: Baccalaureate II “Science “saint Mathieu de l’apôtre – HADATH.

Additional certification

Cisco Certifications CCNA 1 and 2

Hobbies

Sports -Socializing -Technology.

Languages

Good: Spoken, written, reading (Arabic-English- French).

References

Available Upon Request