



## **Curriculum Vitae**

**Name:** Rachad Rached  
**D.O.B:** 03/10/1979  
**Nationality:** Lebanese  
**Address:** Achrafieh Beirut-Hadashian Building-3<sup>rd</sup> Floor  
**Phone:** Mobile: 00961-76-954388  
**E-mail:** [Rachad.79@hotmail.com](mailto:Rachad.79@hotmail.com)

**Objective:** Seeking for a successful carrier not an employment.  
Searching for New Challenges.

**Experiences:** Operation Manager, Restaurant Manager, Warehouse Management,  
Distribution Manager, Purchasing Manager

### **Languages:**

|                | <b>Spoken</b> | <b>Written</b> | <b>Read</b> |
|----------------|---------------|----------------|-------------|
| <b>Arabic</b>  | Very Good     | Very Good      | Very Good   |
| <b>French</b>  | Very Good     | Very Good      | Very Good   |
| <b>English</b> | Very Good     | Very Good      | Very Good   |

### **Academic Education:**

| <b>Year</b> | <b>Institute</b>                 | <b>Degree Received</b>       |
|-------------|----------------------------------|------------------------------|
| 1985-1994   | Soeurs des Saint Coeurs - Sioufi | Grade 8                      |
| 1994- 1996  | Sainte Famille – St Nicolas      | Grade 8 and Grade 9          |
| 1996-1999   | Collège Technique de la Sagesse  | BT1, BT2 & BT3 – Electronics |
| 1999-2000   | Collège Technique de la Sagesse  | TS1-Electronics              |
| 2000-2001   | The New Horizon                  | MCSE                         |
| 2016-2017   | ALLC International               | Professional English Vintage |

### **Work Experience:**

| <b>Date</b>          | <b>Company</b>                                             | <b>Title</b>                           |
|----------------------|------------------------------------------------------------|----------------------------------------|
| Jan 2019 – Jan 2021  | Innovation Entertainment                                   | <b>Operation Manager</b>               |
| Dec 2017 – Dec 2018  | Izaat Al Daouk                                             | <b>Brand Manager</b>                   |
| May 2015 – Sept 2017 | Gio Delicatesse                                            | <b>Operation Manager</b>               |
| July 2011 - Apr 2015 | Group JWA                                                  | <b>Operation Manager</b>               |
| July 2006 - Apr 2011 | We Kleen                                                   | <b>Warehouse Manager</b>               |
| Jan 2006 - Jan 2011  | Le Georges (French Cuisine)<br>Belluci's (Italian Cuisine) | <b>Warehouse<br/>And Stock Manager</b> |

### **Work Description:**

#### **Innovation Entertainment (Operation Manager)**

- Provide Leadership for whole Operation.
- Implement operational policies and procedures.
- Recruit, train, and Fire if necessary.
- Promote the image of the company.
- Identify and address problems and opportunities for the company.
- Support staff by leading and communicating.
- Maintain safe and healthy environment.
- Organize events/discount schemes/Incentive/Gift with purchase.
- Manage staff attendance, Working hours and payroll.
- Maintain good relation with all Guests.
- Keep a close eye on competitive products in the marketplace.
- Monitor Sales and Purchases.
- Interfere to fix any complaints or major problem.
- Review all daily sales, Discrepancies, Inventory and waste.
- Ensuring Staff are happy and operating efficiently.

#### **Izaat Al Daouk (Brand Manager)**

- Develop and direct marketing efforts to increase performance of the brand.
- Meet with customers to enlarge the availability of all brands.
- Create more than 2 offers per month for distribution.
- Monitor the daily sales per brand and evaluate Items per brand.
- Daily Follow up Sales team path and update new customer's data.
- Liaise with sales team to ensure accurate cash collection are being collected.
- Update sales team and representative when new arrival of items.
- Organize promotional events/discount schemes/Gift with purchase and many more.....
- Check spot to customers and check the availability and visibility of items.
- Visit customers and check compliance with suggested selling price.
- Keep a close eye on competitive products in the marketplace.
- Monitor Month to Date target for all representative.
- Interfere to fix any complaints or major problem.

#### **Gio Delicatesse {FMCG-Catering} (Operation Manager)**

- Greet and Ensure customers are served with the highest standard of service and product quality.

- Plan, administer and supervise the catering operation process.
- Meet customer expectation.
- Deal with client's issues and try to get the best ways to solve it.
- Implement strategic business plan to expand company's customer base.
- Lead by example and relieve staff if needed.
- Support sales team to achieve goals of the organization.
- Plan staff shifts and duties, organize, lead and motivate the catering team.
- Recruit and train permanent and casual staff.
- Ensure health and safety regulations are strictly observed.
- Evaluate employee performance.
- Monitor the progress and performance of the supervisors.
- Monitor the purchasing department.
- Manage warehouse operation (receiving, storing, requisitions, distribution, waste and returns) and implement all data to the system.
- Supervise drivers and check vehicles at all time.
- Respond to any emergency and solve it immediately.

#### **Group JWA (Operation Manager)**

- Greet and Ensure customers are served with the highest standard of service and quality.
- Supervise the performance of staff, Meet customer expectation.
- Meet customer expectation.
- Deal with client issues and try to get the best ways to resolve it.
- Implement strategic business plan to expand company's customer base.
- Support sales team to achieve goals of the organization.
- Plan staff shifts and duties, organize and lead the operation staff.
- Recruit and train permanent and casual staff.
- Ensure health and safety regulations are strictly observed.
- Monitor the progress and performance of the supervisors.
- Monitor the purchasing department.
- Manage warehouse operation (receiving, storing, requisitions, distribution, waste).
- Monitor Arcade Machine sales at all time.
- Respond to any emergency and solve it immediately.

#### **We Kleen (Warehouse Manager)**

- Develop and implement standard operation procedure (SOP).
- Negotiate contracts, terms of payments and get best prices.
- Examine and check all incoming and outgoing goods.
- Control spend by monitoring stock available.
- Maintains receiving, warehousing, and distribution and implement all data to the system.
- Control inventory levels and reconcile with data storage system.
- Schedule and assign employees by following up to get best result.
- Motivate, organize and encourage teamwork to ensure productivity targets are met.
- Manage inventory and keep financial records of purchases, requisitions and wastage.
- After service follow up with all clients.
- Maintain safe and healthy environment.
- Interfere to solve any problem.

#### **Restaurant Le Georges (Rated\*\*\*\*\*)/Belluci's (Rated\*\*\*\*\*) (Warehouse & Stock Manager)**

- Oversee the activities of all Warehouse and Stock.
- Discover profitable suppliers, develop relationships and ensure the best reputation of the company.
- Negotiate contracts, terms of payments and best prices, Examine and test existing and new contracts.
- Ensure correct stock levels availability for smooth operation and Control stock variances.

- Control transportation of goods from warehouse to clients.
- Coordinate with managers about needs and complaints.
- Manage and monitor all warehouse operation (storing, receiving, distribution, waste).
- Manage inventory and spot check without prior notice.
- Recruit, train, lead by example and dismiss when necessary.
- Reports any infractions to the board of directors for necessary action.
- Maintain safe and healthy environment.
- Drive forklift if needed.

**Skills:**

- Data Analysis, Excellent written and oral communication skills, Superior organizational skills, Good business instinct, Mathematics skills, Good negotiator, Attention to details, Punctual, Microsoft Office, Omega software, Intercard system, Retail Pro, Bim system

**Hobbies:** Traveling, Fishing, Reading

**Available Upon Request**