

Contact

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Top Skills

Customer Service
Microsoft Office
Strategic Planning

Languages

French (Limited Working)
Arabic (Professional Working)
English (Professional Working)

Honors-Awards

Champion of AX (Microsoft Dynamics) users

Geovany Khorassanjan

Turning Complexity into Simplicity-Users Trainer-Team Leader-Data Analysis-Expertise in Process Optimization-Negotiator

Summary

Operation Officer, Drive people to success and lead. ERP Trainer. leading teams using examples/demonstrations to always understand the goals in order to rich objectives. Result-Driven and highly motivated. Analyzing data and deliver strategic results for management.

Strategic planner based on out of box ideas. Enhance and optimize processes/Workflow to save time and costs. Delegate tasks effectively to others and ensure that they have the needed skills to succeed in order to have an effective and efficient flow of activities. Follow up-to achieve the Planned/Needed results.

known as a champion in dealing with new systems (EX: AX Dynamics and warehouse management system WMS). Assist in solving pending issues such as sales or system problems. Good negotiation skills especially in new process implementations. Manage the performance appraisal process in order to ensure the KPIs are being met and provide the HR with accurate feedback. • Multilingual, highly competitive, Self-starter, Who is organized, Thinking out of the box, disciplined and goal-oriented.

Expertise:

- KPI Reports
- KPI Dashboards
- Data Analysis
- Information Technology
- Process improvement
- Planning
- ERP Management
- ERP Trainer
- Optimization
- Excellent communication skills demonstrated by the ability to work with people of diverse backgrounds.
- Welcome the challenge of solving problems.
- Working under pressure

- Dealing with different situations and Quiet in Worst one's
- Dealing with Microsoft Office (word, excel, PowerPoint), Microsoft Dynamics AX, Microsoft Dynamics GP, Warehouse Management System/WMS

Experience

Holdal - Abou Adal Group

5 years

Logistics Operations Officer

August 2016 - Present (3 years 9 months)

Dekwane

Supervising the workflow of the operation team concerning day to day transactions. Also, responsible for the WMS execution.

- Check and approve by signature all transfers to damage site in all warehouses executed by the operation team.
- Control the stock adjustment before and after execution by the operation team to avoid any errors and discrepancies.
- Monitor the offers assembly before their execution to ensure the right product assembly.
- Approve and sign all types of returns following the Logistics Operations procedures.
- Monitor and approve all the "Bon de Commande" of PLV (No value) following the company's procedures to coordinate with the Inventory Control and Finance departments.
- Perform end of month closing transactions for HOLDAL.

*Logistics Operation Coordination:

- Help the operation team with the daily work to facilitate the workflow.
- Assist the stock keeper with their pending issues such as sales or system problems.
- Coordinate with the Commercial department and Inventory Control regarding the new procedures in the Operations workflow.
- Follow up on all complaints to ensure good customer service.
- Build reports from the ERP and WMS to monitor the workflow of the Logistics department including warehouses and operations.

***WMS Execution:**

- Execute adjustments in parallel between ERP and WMS for work consistency.
- Execute items internal transfers using WMS.
- Perform warehouse transfers
- Compare ERP and WMS inventory stock to avoid discrepancies.
- Perform bulk adjustments using WMS for the damaged sites to effectively demolish damaged items.
- Issue expiry dates report to send them to the concerned parties to control stocks.

***Team Supervision:**

- Supervise and train
- Motivate team members for better results.
- Take action to improve performance to guarantee better results.
- Manage the performance appraisal process to ensure the KPIs are being met and provide the HR with accurate feedback.

Assistant Logistics Operations Officer

March 2016 - July 2016 (5 months)

Dekwane

Same responsibilities of Logistics Operation Officer but without the team supervision and final signatures.

Admin & Facility Coordinator

May 2015 - February 2016 (10 months)

Dekwane

1-Services Coordination & Control:

- Approve decisions and requests on behalf of the manager in her absence.
- Check cafeteria daily services and confirmed invoiced items related to Holdal/ L'Oréal employees
- Ensure proper recyclable waste disposal in order to help to maintain a green environment.
- Handel parking issues to ensure proper parking spot distribution
- Follow-up and approve the general request from the stores to ensure proper workflow
- Manage the employee access control system (reports + procedures)
- Follow up and prepare tenant contract and reports to guarantee a good service
- Update Holdal's phone numbers and extensions and properly segment telephone

- Provide monthly reports (environment, electricity, fuel, generator, phone bills...) in order to collect data history and provide needed information
- Sign daily invoices in order to confirm pre-set prices/deals
- Administrative tasks
- Follow-up on daily reception and security guard issues
- Prepare administrative procedures (safety, firefighting/escape, building access...)
- Follow-up and coordinate new projects in order to guarantee a proper implementation
- Follow-up and maintain the insurance file for insurance coverage purposes
- Follow-up with the cleaning team

2-Non-Good Procurement

- Search and compare Non-Goods items prices versus quality in order to get the best offers/deals
- Keep an updated non-Goods catalog in order to provide employees with easy access to products prices and specs
- Use effectively the procurement software and provide users with training and support when needed
- Control and track the consumed quantity of non-goods for yearly consumption study and evaluation

3-Facility Management Contract

- Maintain annual third-party contracts updated for Holdal Group
- Follow-up and coordinate with third-party to ensure the work achievement, quality, service, and on-time schedule.
- Optimize third-party performance and offers to get the best deals

sleiman el helou trading stores

Supervisor

January 2007 - April 2015 (8 years 4 months)

Dekwane

*Responsible of:

- 1_Data entry of invoices and recipes
- 2_Communicating with suppliers
- 3_Selling tools, hardware, and paints products
- 4_Cashier
- 5_Managing main branch stock and order lists
- 6_Responsible of purchasing Product

7_Preparing and discussing plans of how to manage the store and developed it to increase sells and revenues

8_maintenance

9_it support

Rebco

Sales man

October 2011 - June 2012 (9 months)

achrafiye beirut

1_Selling products as tires and lubricants

2_Communicate with companies as a corporate

Education

Arab Open University - LEBANON

Bachelor of Business / IT (ITC), Business with computing · (2010 - 2014)