

CV

Name: Tarek Abdel-Fattah

Nationality: Lebanese

Date of Birthday: 05-09-1995

Phone Number: 76/388361

Email Address: Tarekaf95@hotmail.com

Experience

August 2018 – November 2019

GAP, AZADEA – BEIRUT, LEBANON

Warehouse Manager

Job description

The warehouse manager plans, directs evaluates the daily workflow of activities in the centralized warehouse and distribution facility.

- **Manage stock control, storage, retrieval and timely delivery of goods and shipment loading/transferring and prepare periodic report accordingly.**
- **Prepare yearly warehouse budget and monitor on a monthly basis and the forecast vs. actual budget and reconcile accordingly.**
- **Specific for commercial: Execute replenishment activities ensuring top seller merchandise are ready for trade in order to volumize sales.**
- **Direct the receipt, inspection, storage, cataloguing, inventorying and distribution of stock commodities while adhering to the set regulations.**

June 2017 – July 2018

GAP, AZADEA – BEIRUT, LEBANON

Warehouse Supervisor

Job description

- Supervise the staff to complete operations and tasks assigned by the manager
- Supervise the receipt, storage, distribution of the new goods
- Allocate the goods to the stores according to their flow dates
- Replenish the stores daily based on their sales
- Supervise transfers between the warehouse and the stores
- Supervise the transfer of document between the warehouse and the BO department

December 2013 – May 2017

AZADEA – BEIRUT, LEBANON

Stock keeper

Job description

- Receive shipment and report any discrepancy/damage or short receipt to the Warehouse Manager
- Arrange the stock at hand as per the Manager request
- Transfers to shops
- Initiative: handle the categorizing of the EOS goods

May 2010 – November 2013

Billboard – Tripoli, Lebanon

Panel Ad technician

Job Description

- Responsible for printing the Ads
- Supervise and assist the installation on the Ads panel

Education:

- 2010 BP2 – electricity The institute of technical education

Linguistic:

- Arabic Very Good
- English Acceptable

Skills:

- MS Office
- MS Windows
- Basic Adobe Photoshop
- Software Maintenance

Hobbies:

- Music: Playing Guitar –Soloist singer for FAYHA CHOIR
- Football
- Pingpong

References are available upon request