

CURRICULAM VITAE

Name: TAREK CHATILA



Date of Birth: 14 / 11 / 1977

Nationality: Lebanese

Permanent Address: Bchamoun – Zuhour area - Kraydli 33 section – Dalia Bldg 1st floor

E-mail: t77chatila@gmail.com

Mobile: + 961 3 88 61 22

Marital Status: Married with two kids

CARREER OBJECTIVES

To work in a progressive organization that incorporates varied spectrums of work & diversity, this endows consistency, competency & expertise in professional as well as social spheres, enabling collective excellence and technical growth, personal fulfillment with welcome attitude for new ideas and concepts to enhance the overall growth of the organization.

EDUCATIONAL QUALIFICATION

Academic Year	University / Boards / Institution	Major / Specialty
2012 - 2013	C.M.C (Computer & Management College) Hamra	TS3 – (شهادة معهد) Accounting Audit & expert خبرة و تدقيق في المحاسبة
1997 - 1998	B.A.T.C (Business Automation Training Center) Formally Gefinor Campus	TS1 Computer Technology معلوماتية إدارية
1995 - 1996	B.A.T.C (Business Automation Training Center) Formally Gefinor Campus	BT3 Business Automation برمجة الحاسبات الإلكترونية
1991 - 1992	International College (I.C) Bliss St. – Hbeich Area	Brevet Official Certificate

WORK EXPERIENCE / INDUSTRY EXPOSURE / SUMMER INTERNSHIPS**SUMMARY OF WORK EXPERTISE:**

- **Sales:** outdoor, indoor
- **Warehousing:** receiving, inventory, distribution, logistics, Forklift operating
- **Management:** organizing, supervising and leading up to 35 people
- **Office and administration:** correspondence, filing, paper work...

Time / Year	Sep 2012 - Present
Company Name	ARISON
Location	Beirut - Lebanon
Position	Stock Control Manager
Description	Power Generators (FPT / Lister) Control Panels & Water pumps Caprari, Belardi D.P, Foras)

Time / Year	Dec 2011 – Aug 2012
Company Name	Harb Electric
Location	Beirut - Lebanon
Position	Warehouse Manager
Description	Electrical Supply (ABB – Vimar – Saer, Vortice...), Lighting, Cables

Time / Year	Feb 2011 - Jul 2011
Company Name	Treelogic S.A.R.L
Location	Beirut - Lebanon
Position	Sales Representative
Description	All types of Printing (Direct – Digital – Offset)

Time / Year	Aug 2010 - Feb. 2011
Company Name	Home Products
Location	Beirut - Lebanon
Position	Senior Coordinator / Purchase Advisor
Description	Importation of American / European Products

Time / Year	June 2008 - Aug 2010
Company Name	MDL Distribution Nig LTD
Location	Ibadan - Nigeria
Position	Sales / Warehouse Manager
Description	Marketing and Distribution

Time / Year	Jan 2005 - June 2008
Company Name	Westafco Nig LTD
Location	Apapa - Lagos
Position	Warehouse Manager
Description	Tiles & Sanitary wares

Time / Year	Nov 2003 – Nov 2004
Company Name	International Mine Initiative
Location	Nabatiye – South Lebanon
Position	Ops & Logistics Coordinator
Description	Mine Clearance

Time / Year	Jun 2002 - Nov 2003
Company Name	BACTEC International SL
Location	Tyre – South Lebanon
Position	Admin Assistant
Description	Mine Clearance

Time / Year	Nov 2000 - Jan 2002
Company Name	BBT Music Shop
Location	Beirut - Lebanon
Position	Co – Owner
Description	Sound & Light For All Events / D.J

Time / Year	1992 - 1996
Company Name	Stratrade International
Location	Tyre – South Lebanon
Position	Trainee (Warehouse – Accounts)
Description	General Trading

ACHEIVEMENT, AWARDS & SEMINARS

- Effective Communication (HR Department)
- Stock Control & Inventory Management (Saber academy)
- Soft Skills for change management (USAID)
- Job well Done Certificate (I.M.I)
- Certificate of Appreciation (BACTEC)

Extra Curricular Activities, Memberships.

Language Known:

Arabic: Mother Tongue

English: 2nd Language (Excellent, spoken & Written)

French: 3rd language (Very good, spoken & written)

Computer Skills:

Microsoft Office: (Word, Excel, Power point)

Accounting Softwares: Quickbooks, Tally, Peachtree, &several local WMS softwares.

Online Browsing and email

Hobbies:

Music, Football, Airplane Simulator Piloting & motor biking

REFERENCES

Ibrahim M. Ghossein
Lebanese Demining Organisation
President – Project Manager
(Borj Kalaway – South Lebanon)
Current contact: California +1 909 882 2929
(Formally I.M.I Project Manager)

Mohammed Hussein Debouk
Razan Investment Ltd
Owner - Managing Director
Abuja - Nigeria
+ 234 80 3 222 0373

Mona Mekkawi
ARISON s.a.r.l
HR Manager
Beirut - Lebanon
+ 961 71 693 562

Name:

Date:

P.S: All Documents, Certificates and/or Diplomas backing this resume will be available upon request