

Aley, Mount Lebanon
Phone Number: + 961 71 445256 + 961 70 683757
Email: mi_mo_20@hotmail.com

Maha Hatoum
Admin & Logistic Officer

OBJECTIVES:

I hold more than three years of experience in the Logistic and Administration department in FMGC sector. Seeking an Admin and Logistic position where I can enhance and share my experience, qualification and skills.

EDUCATION & TRAINING:

2011 - 2015 **Beirut Open University,** Beirut, Lebanon
Bachelor in Business Administration
Major: Business Marketing

EXPERIENCE:

December 2015 - Present - Spinney's *Hamra, Beirut (2.8 years)*

Administration & Logistic Supervisor

- Assist with daily administration and logistic activities. Prepare purchase request. Collect quotations and bids from suppliers.
- Quality Assurance: upon arrival of suppliers, conduct physically counting and checking of administration document (invoice, delivery note, way/bill, etc), goods, expiry date and conditions. For fresh and cold item, check the temperature.
- Checking any returns and damages for goods to return to suppliers.
- Conduct the daily data entry and filing as hard and soft copy.
- Data-entry for all of the warehouse transactions using the citrix system
- Prepare reports and conduct quarterly a physical count checking of inventory along with the other inventory committee members and report to higher management

May 2009 – November 2015 - Obeid Supermarket Company Aley, Mount Lebanon
(6 years)

Administration & Logistic Officer

- o Manage stock supplies and place order of goods
- o Prepare monthly sales reports
- o Maintain and update company database
- o Organize a filing system as hard and soft copy
- o Answer suppliers and customers requests
- o Ensure prices of goods is correct and update the price list regularly by contacting suppliers
- o Conduct weekly and monthly inventory and ensure any damage of goods is returned directly to the suppliers.
- o Prepare purchase order for the suppliers
- o Answers phone calls and emails on day to day basis

TRAINING

- August 2017 *Training in checking importing of Goods - **Agility***

SKILLS & QUALIFICATION

- Fluent in English and Arabic
- Computer Skills: Typing, Word, Excel, Power point, and Outlook
- Excellent interpersonal skills
- Can work under pressure
- Can work in team and individually with low supervision
- Excellent organization skills and problem solving
- Attention to details and well organized