

ROY RIZKALLAH

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PROFILE

A business management graduate from one of the leading business schools in the region, with over five years experience as a Business Controller and logistics & Supply chain with a leading shipping multinational. Fluent at commercial level in Arabic, English and French.

EDUCATION AND QUALIFICATIONS

- **2017-: Warehousing and Storage Management-** Certificate of achievement-Pebble Hills University
- **2017:Demand planning Forecasting-**Certificate of achievement-Pebble Hills University.
- **2017- Stock control inventory management-**Certificate of achievement-Pebble Hills University.
- **2008-2011- Bachelor of Business Management**, Saint Joseph University, Beirut, Lebanon.
- **1995-2008 –Baccalaureate in Economics**, College Notre Dame de Jamhour, Lebanon.

EXPERIENCE

- **SIGMA GROUP LEBANON-** *Agency of Seat, Saab, Mitsubishi, Hawtai & Ducati.*
(After sales)

March 2014 to date:

Supply Chain coordinator

- Handled and managed all the purchases of the company.
- Worked closely with suppliers and customers to improve operations and reduce cost.
- Handled all the claims regarding the damaged/missing spare parts.
- Handled all the communications written and oral in Arabic, French and English.
- Trained new hires as well as veteran employees.
- Follow up on a daily basis all invoices and Orders of the MMC ,FMC ,Seat and Hawtai and implement them into the system “oracle based,
- Organized and maintained accurate company accounting records.
- Personally monitored inventory levels of all packaging components servicing three locations.
- Worked closely with the Sales Director to ensure the best supply chain solutions are achieved.
- Proven ability to ensure that products are delivered in a good state and on time.
- Assisted in the control of the stock management of seat, Mitsubishi ,Seat,Saab & Hawtai’s
- Meet with managers and supervisors to ascertain needs.
- Worked on a project to build a new workshop and stock for “ Ducati”.

- **CMA CGM Beirut Lebanon** *A world leading company in container shipping ranking third worldwide with over 650 shipping agencies globally.*

January 2012 to February 2014:

Business Controller

- Managed, through the use of Citrix Oracle, the data related to a portfolio that started with five ports and later increased to 14 ports in China, Africa, South America and Europe;
- Solely handled all communication both written and oral in English; French and Arabic with shipping planners for each of the above ports;
- Reported on weekly basis to the head office in relation to the ports under my responsibility and

- insured that all bills of lading are accurate and up to date;
- Assisted in calculating the TEUS related to several company vessels departing from China to insure maximum profitability and return for the company;
- Flagged discrepancies related to inconsistency in data and investigated causes and proposed remedies to management; and
- Attended continuing professional development course in relation to communication and shipping.

➤ **Banking Internships–**

▪ **Federal Bank SAL, Aley, Lebanon**

June 2009 to August 2009:

- Worked as a teller in the bank and assisted in preparing Import/Export Letters of Credits and bank guarantees for customers; and
- Worked in the commercial department and assisted in auditing loan documents for both corporate and individual customers.

▪ **Banque Libano-Francaise SAL, Hazmieh, Lebanon**

June 2010 August 2010

- Handled client communication in Arabic and English and liaised internally with the bank officers to reply to client's queries; and
- Prepared balance sheets for several clients' accounts and conducted the required postings related to each.

COURSES

- 2017-Online training- Store services – MMC "Mitsubishi Motors Corporation"
- 2010- English certificate – Georges Town University.

COMPUTER SKILLS

Good working knowledge of Excel, Word, Power point, Outlook, and Oracle.

REFERENCES

Available upon request.