

Ziad Al-Sharif

Personal Information:

- Place of Birth: Lebanon
- Date Of Birth: 1st of December, 1985
- Present Resident in Sidon, Lebanon
- Gender: Male
- Mobile: +961 76 650 075
- Email: ziadsharif@hotmail.com
- Fluent in Arabic and English
- LinkedIn: <https://www.linkedin.com/in/ziad-al-sharif-0ab2b9104/>

Summary:

Motivated Warehouse Manager responsible for organizing and administering the material management for construction projects; maintain highly effective material organization on site by handling material planning and logistics processes. Improve site services while keeping inventory at a minimum.

Highlights:

- Inventory control
- Warehouse and fulfillment
- Cost reduction
- Strategic planner
- Adaptability and flexibility
- Microsoft office
- Reverse logistics
- Decisive
- Team working skills
- Commercial awareness
- Enthusiasm

Experience:

Warehouse Manager,

Saudi Oger Ltd. – Misk School, Arqa Clinic (Riyadh-KSA)

02/2015 to 02/2017

- Motivating, organizing and encouraging teamwork within the workforce to ensure the flow of work
- Training staff and monitoring their performance and progress
- Communicating with other departments, staff groups and suppliers
- Overseeing stock control and processing orders
- Ensuring quality, delivery and budget objectives are met
- Producing regular reports on a weekly and monthly basis
- Ensuring the health, safety and security of the work environment
- Overseeing the planned maintenance of vehicles, machinery and equipment

Senior Coordinator-Material Control,

Saudi Oger Ltd.—Ministry of Finance Project (Riyadh-KSA)

01/2013 to 01/2015

- Simplifying logistical requirements to reduce costs and optimize the use of resources
- Follow up with purchasing department to deliver material on time
- Auditing and controlling of all the petty cash bills for processing
- Establish weekly and monthly reports for all materials transfer situation, petty cash, stock inventory, power tools and equipment
- Team lead through supervising material control subordinates
- Visit other sites for training purposes

Material Coordinator,

Saudi Oger Ltd.—Ministry of Finance Project (Riyadh-KSA)

04/2010 to 12/2012

- Cooperate with related suppliers and other departments to maintain efficient operation and high delivery standards
- Direct the scheduling of orders with the concerned personnel to meet project and site requirements
- Establish weekly and monthly reports for all orders

- Recommend and implement changes that will improve warehousing inventory control to sites
- Supervision of certain number of staff required for expediting material, storage and inventory control.

Assistant Contract Administrator/Legal Section,

Saudi Oger Ltd.—KAUST (Jeddah-KSA)

12/2008 to 03/2010

- Assist in the preparation of creation of, copying, or compiling of documents
- Update cost reports to track change orders, extra work orders, etc.
- Order, stock and monitor the inventory of all office supplies
- Recording of claims between Client, Contractor and subcontractor

Branch Manager,

Gulf Trust, Beirut-Lebanon

02/2008 to 12/2008

- Insurance Broker for Lebanon Branch (HQ in Kuwait).
- Handling insurance claims.
- Handling and processing of health and car insurance.
- Major Account (The Sultan Center).
- Coordination between Med Gulf Insurance and TSC.

Shop Supervisor,

Amigos Shop and Internet Café, Saida-Lebanon

01/2004 to 12/2005

- Manage the shop performance and handling the financial aspects
- Ensure shop cleanness and tidiness
- Control the cash flow of the shop and café
- Prepare lists to order material (computer supplies ; café supplies)

Education:

Art, Science and Technology University in Lebanon (AUL)

Saida, Lebanon

Bachelor Business Administrator Marketing and Advertising

2008

- Senior Project: Marketing Warfare Strategies
- E-commerce coursework
- Business administration and accounting course work
- Business English

References:

Available upon Request