

CURRICULUMVITAE

NAME MOHAMMAD FAKHERDDINE

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Beirut, Lebanon**

OBJECTIVE: A position meeting my qualifications & experience with an opportunity to contribute to the efficient operation of your company & earn advancement through on-the-job performance.

EDUCATION

**2006-2008 MODERN UNIVERSITY OF BUISNESS AND SCIENCE
MIDDLE EAST CANADIAN UNIVERSITY (MECAT) PREVIOUSLY
BUISNESS ADMINISTRATION BA BANKING AND FINANCE
MECHREF / LEBANON**

**2002-2005 BIR HSSAN COLLEGE /BEIRUT
TS3 BANKING SCIENCE**

**1999 – 2002 HARET NAAMEH HIGH SCHOOL
LEBANESE BACCALAUREATE IN ECONOMIC
HARET NAAMEH /CHOUF**

CAREER HISTORY

**MARCH 2018- PRESENT
FREEGOZONE / BEIRUT PORT FREE ZONE
INVENTORY CONTROL SUPERVISOR**

- STOCK REPORT TO TOP MAGAMNET**
- CYCLE COUNT / SPOT CHECK / GLOBAL INVENTORIES**
- FINALIZE OFFICAL DOCUMENTS WITH CUSTOMS.**
- KEEP THE STOCK LEVEL UPDATE ON SYSTEM AND ACCURATE.**

APRIL2017-FEBRUARY 2018
VIBES INTERNATIONAL HEAD OFFICE RAWCHE
INVENTORY CONTROL AND LOGISTIC DEPARTMENT HEAD



- Validate invoice and returns supplier on daily bases
- Cycle count and spot check
- Sales report to top management
- Stock level report to each store and warehouse
- negative stock report and fix it daily.
- global inventories and investigate in any discrepancies
- control daily distribution and transfers between main warehouse and stores.
- create new items on system and change price.
- set purchases orders and contact the suppliers.

JULY2015 – FEBRUARY 2017
AMB GROUP HEAD OFFICE MAZRAA TELE: 01313369
INVENTORY CONTROL SUPERVISOR



- Preparing and maintaining records of all inventories.
- Compiling inventory reports and issuing them to management.
- Investigating inventory shortages and discrepancies.
- Identifying causes of issues and implementing process improvements.
- Presenting reports and recommendations to sales department and management.
- Ensure all inventory and stock management systems are maintained accurately
- Daily monitoring the movement of stocks and updating the system accordingly;
- Monitoring and reporting dormant and slow moving stock to avoid overstock.
- Executing daily physical random check to ensure accuracy of stocks.

APRIL 2015 TILL JULY 2015
LOGISTICS SUPERVISOR/LEVTUDE S.A.R.L
SIN ELFIL TELE: 01501304-5-6

Task details:

- Ensure effective and timely implementation of all Logistics daily operational goals inclusive of Shipping functions and Inventory Management.
- Develop and initiate monthly reports having required project timelines, corporate metrics and productivity measurements.
- Lead training, hiring, career development and enrichment of all department associates.
- Support inventory management
- Establish and manage relations with warehouses, ocean carriers, customs broker, drayage providers, sales force and customers.
- Analyze and log purchase orders commensurate to existing stock availability and reduce shipping cost.
- Oversee and monitor availability of stock to reduce shortages.
- Ensure to process orders and on-time delivery by network of courier companies and warehouses.
- Plan and arrange logistics required shipments.
- Support simplification and standardization of processes to accelerate logistics and enhance efficiencies.
- Identify enhancement opportunities and suggest solutions for improvement to top management.
- Assist audits of vendor invoices and month-end processing to incorporate finance accruals.
- Head team to develop, articulate and maintain logistic process documentation.

OCTOBER 2010-MARCH 2015
INVENTORY & COST CONTROL SUPERVISOR/FINANCE
DEPARTMENT
SULTAN CENTER TSC HEAD OFFICE TELE: 01905800
TSC SIGNATURE & CENTRAL KITCHEN / BEIRUT SOUKS



Task details:

- 1. Supervise the store Inventory Control activities and schedules work of controllers In the Store / warehouse when available.**
- 2. Training field employees on the use of the computerized inventory systems.**
- 3. Ensure that all inventory guidelines, policies, & procedures are accurately met and Conducted.**
- 4. Finalize the negative stock in a weekly basis.**
- 5. Fix and Finalize the On transit variances in a daily basis.**
- 6. Maintain records and develop reports for the reconciliation of products inventories.**
- 7. Supervise cycle count & Unit counts and for consistency and integrity.**
- 8. Verify and confirm store stock adjustments process.**
- 9. Follow up and complete systematic inventory counts in store / warehouse.**
- 10. Validate all invoice and return supplier.**
- 11. Sales report & margin (cost VS selling price %).**
- 12. Finalize productions items on daily bases , record all shrinks documents .**
- 13. Prepare variances analysis and communicating with relevant parties.**
- 14. check some points on POS (pricing ,discount, void)**
- 15. Spot check on receiving area (quantity received, scale measure, expiry date).**
- 16. Update Recipe quantity and selling price as per head chef and management request**

SEPTEMBER2009-OCTOBER 2010

**INVENTORY CONTROL COORDINATOR/FINANCE DEPARTMENT
SULTAN CENTER TSC / CITY MALL DORA BRANCH**

Task details:

- 1. Support the inventory Control supervisor in inventory control duties.**
- 2. Track and check inventory transactions: Invoices, Returns, Shrink ...**
- 3. Audit the Cycle, Unit Counts according to established schedules.**
- 4. Fix the daily negative stock in a daily basis.**

- 5. Fix any variances of on transit Inventory in a daily basis.**
- 6. Create, Verify and the stock adjustment.**
- 7. Complete systematic inventory counts in store.**
- 8. Supervise the store's Inventory counts.**
- 9. Prepares reports on the inventory levels.**

**2008 BLOOM BANK/ TRAINING IN KAFALAT LOANS
MAIN BRANCH/ HAMRA BEIRUT**

**2002-2006 CASHIER AT UNINED COMPANY OF CENTRAL MARKET
(UCCM) COOP PREVIOUSLY
GIANT STORES KHALDE BRANCH/ LEBANON**

**2000-2002 FUTURE NEWSPAPER (ARCHIEVE DEPARTMENT)
RAMLET AL BAYDA /BEIRUT**

Computer Skills

- Microsoft Word, Excel, PowerPoint**
- NAVISION DYNAMICS**
- WIZARD**
- ORCALE**
- RICS(Retail Inventory Control System)**

LANGUAGES

English and Arabic

INTERSETS

Football, internet, music

REFERENCES

Mr. Tarek Jaafil

TSC country inventory control manager

01/905800 ext: 409

70/044243

Mr. ALI BAYRAM

TSC Store Manager

01/858590

03/508618

Mr. Mohammad Labban

Group Human Resources Director of AMB GROUP

03/199783

Mr. Mohammad abou Zied

Finance Manager / Vibes International

71/578555