

Antoine Nakhoul

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Nationality: Lebanese
Date of Birth: 12-10-1980
Gender: Male
Marital Status: Single

OBJECTIVE

Looking for a long term career in an administrative managerial position where I can profit from my Business Education as well as my years of Experience where my exceptional ability to prioritize, organize and effectively communicate with all levels of staff will be valuable in providing outstanding administrative support to the company.

Education

- M2 Master Professional Human Resources at Lebanese University 2018-expected June 2019
- M1 Master Professional Human Resources at Lebanese University 2017-2018
- Bachelor degree Business Administration at AUL Kaslik 2014-2017
- TS3 Electronic at Mgr Cortbawi Adma 2001-2003
- BT3 Electrical at Mgr Cortbawi Adma 1998-2000

Experience

- Senior Procurement and Operation Coordinator at Cesar Debbas &Fils (Panel Boards Department Assembly): 2017-2018
 - Negotiation with suppliers
 - Cost control study
 - Market study including search for competitive new products
 - Issuing Purchase Orders, Invoices and work orders
 - Coordination with warehouse and follow up of arrival orders, expiry dates, stock inventory
 - Coordination with supplier, shipping companies to ensure delivery of material till warehouse
- Procurement and Logistics administrator at Debbas Industries (Panel Boards Department Assembly): 2013-2017
 - Issuing work order
 - Input material data entry on system
 - Issuing receipt
 - Issuing invoices

- Stock Manager at Debbas Industries (Panel Boards Department): 2006-2013
 - Responsible of stock, all incoming and outgoing material
 - Performing material data entry
 - Supervising transfer between warehouses
 - Ensuring that stock inventory is up to date
- Panel boards Assembly (LV& MV) at Debbas Industries: 2003-2006
- Electrical Installation on sites: 2002-2003

Personal Skills

- Software JD Edwards covering but not limited to: Bill of Material BOM, Cost control reports, issuing invoices/Work orders/Purchase orders, Inventory Control & follow up - Expert Level
- Microsoft office (Word –Excel-PowerPoint)
- AutoCAD
- Ability to work under pressure
- Team work

Languages

- Arabic: Excellent (read-written-spoken)
- French: Very good (read-written-spoken)
- English: Very good (read-written-spoken)

Training and Seminars

- Accounting training at Pro-Training Center including but not limited to: (VAT, Payroll, Preparation of accounting entries, Commercial Law, Labor Law, Auditing, Declarations and reports drafting, etc. ...)
- Electrical material for Panel Boards: Hager, Schneider, Socomec, Rittal, Legrand, Eaton, ABB, Weidmuller, Phoenix Contact, Dehn
- ISO quality certificate
- Stock and Inventory management

Activities

- Swimming, Basket Ball, hiking
- Traveling
- Reading political and history books