

Doumith Abi Raad

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Date of Birth: July 4, 1988

Place of Birth: Okaibe, Lebanon

Citizenship: Lebanese

Marital Status: Married



Objective:

Seeking a career job with an organization that will utilize my management, supervision and administrative skills to benefit mutual growth and success. In addition to gaining more experience and give superior value to the organization I work for.

Education:

September 2006- June 2011

BA in Business Administration; American University of Technology (AUT);
Halat, Lebanon;
Major: Management

July 2006

Lebanese Baccalaureate: Economic Science

Experience:

June 2018 – July 2019

Plant / Site Manager at “Ste. Libanaise pour les Métaux” Tannous Group – Lebanon

- Company industry: Manufacturing and retail.
- *Production manager:*
 - Organize, manage, control and coordinate work activities.
 - Allocating resources needed for production.
 - Production planning and control process.
 - Monitoring costs and quality of production.
 - Monitoring sales and shipments from / to SLM warehouses.
 - Developing and implementing work safety procedures.
 - Firing and hiring workers.
 - Stock management and monthly inventory check.
 - Allocating resources needed to implement the *Dolphin* system.
- *Maintenance manager:*
 - Planning and coordinating all Maintenance related activities.
 - Developing preventive maintenance program.
 - Monitoring maintenance and production costs.
 - Improving the company’s new site infrastructure.
 - Building new warehouse.
 - Coordinating with the maintenance team to install new machines.
 - Implementing the *5S* program.
 - Reporting directly to the CEO.

December 2011- June 2018

Senior Quality Control Inspector at "Liban Cables- Nexans Group"- Lebanon

- Company industry: Manufacturing
- Monitor operations to ensure production standards are met.
- Inspect, test and measure materials and products being produced.
- Check products by sight, sound and feel to locate imperfections such as cuts, scratches and abnormal shapes.
- Recommend adjustments / solutions to production process.
- Monitoring raw material usage and cost.
- Accept or reject finished products.
- Remove all products and materials that fail to meet specifications.
- Discuss inspection results with production managers.
- Report inspection and tests data.
- Monthly plant raw material inventory check.
- Identifying and standardizing each manufacturing process with its required procedures and measurements (based on" ISO 9001" and "OptiOhm" standards) to form and teach them for responsible and efficient machine operators.

February 2016- September 2016

Co- Founder of YOLO Smart Mobile Application

- A smart mobile application providing the best ways to enjoy the night out.
- Research and development of YOLO Smart Mobile application with team members.
- Setting potential costumers targets.
- Mission and vision development.

January 2010- March 2012

Founding the DoctorsConsultancy.com

- Similar to "etobb.com" and "WebMd" app.
- A web platform that makes it easy to find the nearest specialized doctors and hospitals across Lebanon, in addition to Q/A for the most pressing life problems.
- Writing Business plan.
- Research and development of DoctorsConsultancy.com idea.
- Market study for an e-business start-up.
- Contacting, managing and maintaining a solid trustworthy relationship between DoctorsConsultancy.com and the subscribed doctors.
- Controlling and managing the website administrative section.
- Managing ads and sponsorships sales.
- Conducting small targeted ads thru Google AdSense.
- Conducting negotiations that ended in selling the idea for good.

March 2010 - July 2010

Training at Sakr Power group

- Human resources trainee.
- Classifying job applications by major...
- Creating an applicant pool.
- Choosing candidates for the available job positions to be interviewed.

January 2008- April 2009

Supervisor at Georges FARAH Restaurant, Kaslik, Lebanon.

- Maintaining customer satisfaction.
- Assisting the floor manager in his daily job tasks.
- Overseeing the work of employees and ensure the service quality...

Computer Skills:

All Microsoft office applications: (word, excel, access, Power Point, HTML ...)
Dolphin
Navision

Languages:

	<u>Reading</u>	<u>Writing</u>	<u>Speaking</u>
<u>English</u>	Excellent	Excellent	Good
<u>Arabic (native)</u>	Excellent	Excellent	Excellent
<u>French</u>	Excellent	Excellent	Good

Personal Data:

Hobbies: swimming, fishing, reading business books, bungee jumping.

References:

Available upon request.