

# ASHRAF KANAAN

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## Profile

Stock Controller with IT experience, effective time management and problem-solving skills, allowing the completion of tasks with minimal supervision. Seeking opportunities to improve my technical skills in a collaborative environment.

## Education

**Lebanese University | 2020**

**Bachelor in Business Administration**

**Major: Management Information Systems**

## Professional Experience

**Stock Control | Feb 2023 – Current**

**Citifurniture – Beirut, Lebanon**

- Checking stock levels regularly and placing orders for needed materials.
- Controlled the whole process of receiving required materials, and check the goods against requisition.
- Updating stock information on the computer system.
- Maintaining records of pricing, purchases and other relevant information.
- Verified inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Keep track of the production process and record all materials used.

**Warehouse Picker | Oct 2022 – Feb 2023**

**Toters – Beirut, Lebanon**

- Pulls and packs product based on daily orders.
- Meets specifics of customer orders in a timely manner.

**Security Officer | Mar 2021 – Sep 2021**

**Pro-Sec – Beirut, Lebanon**

- Secure premises and personnel by patrolling property
- Monitor through surveillance equipment
- Complete reports by recording observations

### **IT Support Intern | Feb 2020 – Aug 2020**

#### **War Child – Beirut, Lebanon**

- Configure and setup new office hardware (from laptops to printers and tablets).
- Managed equipment logistics (labelling, organizing and keeping track of stock).
- Offered technical support and troubleshoot employees' problems.
- Used python scripts to collect data and update existing software.
- Test equipment and software before deployment.
- Guided employees on using new devices.

### **Bank Teller Intern | Aug 2018**

#### **Lebanese & Gulf Bank – Beirut, Lebanon**

- Fulfilled customers' inquiries about various services.
- Examined checks for deposit and withdrawal.

## **Key Software Skills**

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- Microsoft Office package ( Word, Excel, Access )
- Statistics software ( Tableau, Power BI and SPSS )
- Web development foundations ( HTML, CSS, PHP, JavaScript )
- Database programming ( SQL )

## **Languages**

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**Arabic:** Native, **English:** Excellent (Spoken & written)