

DESIREE MAAMARY

Naccache, Lebanon | +961 3 708102 | daisy.maamary@gmail.com

PERSONAL PROFILE

My studies in business administration and my professional experience of more than 10 years in Lebanon led me to where I am. I am now looking forward to enhance my knowledge and meet new challenges.

My reliability, responsibility and friendly nature are assets I would bring to the job. I have experience in Operations management, Inventory management, Purchasing & Procurement, shipping and freight forwarding. My strong organizational and administrative skills in addition to my communication aptitude have made me a conscientious and reliable employee, dedicated to various assigned jobs.

I also have the ability to work in a team-based environment that involves planning, co-ordination and commitment, as well as to working independently, using my own initiative. Last but not least, I have proved my efficiency to prioritize whilst under pressure meeting tight deadlines. Highly self-motivated, I am ambitious enough to believe that my profile might be of some interest.

EDUCATION and QUALIFICATIONS

- October 2000 – June 2001: Master's degree in Business Administration, majoring in Finance, Saint Joseph University, Beirut, Lebanon.
- October 1997- June 2000: Bachelor's degree in Business Administration, Saint Joseph University, Beirut, Lebanon.
- September 1996 – June 1997: Experimental Sciences, Soeurs des Saints Coeurs, Jdeideh, Lebanon.

WORK EXPERIENCE

- **01/03/2011 – present: Operations Manager, DOKA Lebanon (Beirut)**

Duties and responsibilities: Manage the company's daily operations business. Coordinate and supervise logistics and procurement. Effectively lead and develop the logistics/commercial department and the Warehouse. Ensure client satisfaction by timely supply and correct delivery and invoicing. Optimise material movement and supply chain management. Enable smooth and cost-effective logistics. Implement strategic business and/or operational plans and programs. Support and promote the strategy realisation. Continuous staff development. Plan material requirements and optimise/control logistic processes for the country. Analyse and identify potential optimisations/improvements in all areas of Operations.

- **01/01/2009 – 01/03/2011: Operations Officer, DOKA Lebanon (Beirut)**

Duties and responsibilities: Order processing including delivery notes and invoices; Organization of all shipments from Austria to Lebanon and different countries in the Middle-East; End of month closing and reporting to Head Office; Quarterly inventory processing including physical counting and correction based on the weighted average method of inventory flow of cost.

- **August 2008 – December 2008: Purchasing and Accounting Officer, MAG Industries, Beirut (Lebanon)**

Duties and responsibilities: Issuing invoices, checks and purchase orders; Negotiating rates; Following up with suppliers and sub-contractors; daily accounting operations; referring to the financial and procurement manager.

- **January 2002 - June 2008: Operations officer in shipping, freight forwarding and logistics, Beirut Cargo Center, Beirut (Lebanon)**

Duties and responsibilities: Handling all operations for the Sea-freight & Air-freight shipments; Approaching customers, introducing new products; Negotiating rates and reducing costs with agents abroad; Coordinating with sales team in order to achieve a good volume of cargoes at low cost to shipper and consignee; Arranging transportation and customs clearance as per shipper's or consignee's requirements and assuring correct documentation related to the field status.

TRAININGS and SEMINARS

- April 2018-April 2019: Undergoing Mentoring Program focusing on Leadership & Management skills.
- September 2017: Leadership Maturity challenge workshop in Vienna.
- 2012-2013: Operations manager strategy meetings in the Middle East.
- March 2009: Operations manager training session (2 weeks), Amstetten, Austria. *Courses:* Financial reporting; Special inventory software (DISCOS); Logistics and operations overviews; Point out analysis programs (DEMOS, FOCUS, DISPO); Monthly inventory evaluation using MIETPARK INVENTUR (MPI/NLI) Software System; Stock organization and Management.

SKILLS

- Languages: fluent in English, French and Arabic.
- Computing: good working knowledge of Microsoft Office (Word, Excel, Power Point), ERP software (Microsoft Dynamics AX), as well as Internet skills.