

# OMAR J. MOUGHARBEL

## Operations Coordinator

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Beirut, Lebanon



## EXPERIENCE

### Weighbridge Administrator

#### JCC ARACO Group

08/2019 - Ongoing Beirut, Lebanon

- Ensure Waste Acceptance Criteria is adhered all the time
- Efficiently input data onto the weighbridge from vehicles
- Carrying out the production of set management information systems
- Undertaking the weighbridge / administration duties
- Raising of purchase orders | Adding needed docs, goods or services
- Resolving INVO/PUR order queries for the site ensuring KPI's are met
- Ensuring all weighbridge/customer queries are resolved and actioned
- Ensuring all site visitors have received full health and safety induction and are wearing the correct PPE

### Operations Administrator

#### Cedar White Bradley Consulting (Offshore) SAL

2015 - 2018 Beirut, Lebanon

- Preparing applications to be submitted to Government Ministries and managing post IP registration procedures
- Covering in attending to post office and various procedures at Government Ministries including legalization and notarization of documents when required
- Reception and Courier cover, sorting incoming and outgoing mail together with distribution of Operations post
- Managing trademark journals, processing and checking IP advertisements / publications and assisting in IP certificates related work + Internal logistics

### Postal Agent (Operations Department)

#### Liban Post

2014 - 2015 Beirut, Lebanon

- Sorting internal and international mails
- Exporting Booking mails
- Monitoring and correcting all the addresses for Internal mails
- Customer Service and Dealing with the customs team

## INDUSTRY EXPERTISE

### Project Planning



### Negotiation / Teamwork



### Strategic Market Planning



### Market Analysis



## LANGUAGES

### Arabic

Native



### English

Proficient



### French

Intermediate



## EDUCATION

### B.A in Marketing

#### Global University

2009 - 2012 Beirut, Lebanon

## SKILLS

### Management Softwares

IPMS

Worldox

ANAQUA

### Microsoft Office

Dynamics AX

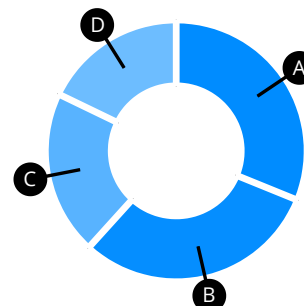
Word

Excel

PowerPoint

Outlook

## STRENGTHS



- A Resourceful team member
- B Identifying project needs
- C Thorough in my work
- D Problem solver

## REFERENCES

### Marwan Sahab Rebbeca Joulakian

HR manager at CWB Operations manager at CWB  
+961 3 937 197 +961 3 529671

### Mohamad Fata

Operations Supervisor at Liban Post  
+961 3 974 726

## PASSIONS



Travelling



Swimming



Hiking



Football



Reading