

## Georges Makdessi

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Date of Birth: August 15, 1987  
Place of Birth: Kafarsaroun ,  
Lebanon  
Citizenship: Lebanese  
Marital Status: Married

### OBJECTIVE

Enthusiastic and hardworking administrative employee seeking a challenging position that provides professional career growth in the administrative field.

### WORKING EXPERIENCE

#### ○ C-Delight Catering, Chekka, Lebanon

##### • December 2018 – June 2019

**Position Occupied:** Project Manager

**Main tasks:**

- Making sure that all the aims of the project are met.
- Track and report key functional metrics to reduce expenses.
- Initiate, coordinate and enforce optimal operational policies and procedures.
- Agreeing project objectives.

#### ○ Crown Flour Mills, Beirut, Lebanon

##### • June 2018 – November 2018

**Position Occupied:** Logistics Supervisor

**Main tasks:**

- Analyze and log purchase orders commensurate to existing stock availability and reduce shipping cost.
- Oversee and monitor availability of stock to reduce shortages.
- Ensure to process orders and on-time delivery by network of courier companies and warehouses.
- Head team to develop, articulate and maintain logistic process documentation.

#### ○ Spring Rose - Le Soir “Pastry & Chocolatier”, Riyadh ,Saudi Arabia .

##### • February 2017- February 2018

**Position Occupied:** Project Manager

**Main tasks:**

- Initiate, coordinate and enforce optimal operational policies and procedures.
- Maintain standards of health and safety, hygiene and security.

- Manage stock control and reconcile with data storage system.
- Recruit, select, orient, coach and motivate employees.
- Track and report key functional metrics to reduce expenses .

○ **Hanad Trading, Industrial & Contracting COLTD (Pastry : LENÔTRE), Riyadh ,Saudi Arabia .**

• **January 2013- December 2016**

**Position Occupied:** Assistant Factory Manager.

**Main tasks:**

- Responsible for the administration and management direction of the factory. - Manage stock control and reconcile with data storage system.
- Implement and establish a work system to organize the management.
- Assist the Executive Chef in the implement of standard operating procedures in the factory and establish spreadsheets, paper work and data bases for the company.
- Responsible for the operation section of the quality control in the food safety team at the company to maintain the high quality of our products under the conditions of ISO.
- Calculate the cost of the factory products which allow the operation manager to accomplish the pricing.

• **January 2012- December 2012**

**Position Occupied:** - Sales Man.

○ **Loukom chocolatier, Amioun el Koura, Lebanon .**

• **July 2010- July 2011**

**Position Occupied:** - Selling company's products.

○ **Training at Kypros solar energy group, Kafarhazir el Koura, Lebanon.**

• **Sept 2009 ( 1 month )**

**Position Occupied:** - Customer service.

○ **Hanna Makdessi oil start-up corporation, Kafaraka el Koura,Lebanon.**

• **Aug-Nov 2008 ( 3 months )**

**Position Occupied:** - Selling company's products.  
- Checking the inventory of stock, the accounting issues and the generated turn over.

**EDUCATION**

**2006-2010** Bachelor of Business Administration, [Holy Spirit of Kaslik \(USEK\)](#), Chekka, Lebanon.  
Major: Finance.

**2003-2006** Bachelor Technical (BT) in accounting, institute Freddy Atalla, Kafaraka, Lebanon.

**SKILLS**

Computer  
Languages

Word, Excel, Power Point.

	Speaking	Writing	Reading
English	Good	Good	Good
French	Good	Good	Good
Arabic	Excellent	Excellent	Excellent

PERSONAL DATA

Emergency

Red Cross Volunteer (May 2006 to July 2010).  
Certificate in guidelines for assessment in emergencies.

Sports

Running, basket ball and soccer.

REFERENCES

Available upon request.