

AHMAD EL-RIZ

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PROFESSIONAL EXPERIENCE

February, 1st 2013 – Present

Ghaddar Machinery Co. s.a.l. – One of the Largest Generating Set Manufacturers in the Middle East.

Assistant Export Shipment Manager:

Export Shipment Department:

Assist & Administer all export of goods, ensure compliance with company's policies and procedures, monitor export processes and transactions, and manage all communication with between different departments.

Implement all export strategies and activities, ensure adherence to all project requirements, prepare all export documents (Shipping Invoices, Bills of Lading, Airway Bills, Truck Consignment Notes, Certificates of Origins, Form "M"...) within required time frame and schedule efficient shipping activities.

Coordinate with management and ensure all activities according to customer specifications and ensure their compliance to regulations.

Maintain all operational records & provide training for junior sales department.

Assist & Manage all banking logistics (i.e. Letter of Credit, Document for Collection...) for export activities and prepare required documents ensure adherence to all shipping schedule.

March 1st 2011 – July 1st 2012.

GHIA Holding s.a.l – Lebanese Leading Restaurant Group.

Control Officer:

Cost Control – Cost Analysis – Inventory Variances – Price Variation Analysis

Inventory Management – Discount Analysis – Spot Checks

Financial Officer:

Analyze and maintain financial statements and reports (P&L, cash flow..)

September 1st 2009 – September 26 2009:

The Lebanese Central Bank - Training

General overview of the banking sector in Lebanon (history, regulations, current situation);

Departments: Current operations department: Transfers division – Public Treasury.

July – August 2009:

KFF Food & Beverages s.a.l. – Cadbury Adams Department - Training

Main tasks: Merchandising, Wholesale channel, Supermarket channel, Cash Van operation, Key Accounts channel, Finance.

Ranked: Outstanding Intern

EDUCATION

Sept 2010 – Sept 2012

Master in Business Administration – Distribution

Saint Joseph University (USJ) – Faculty of Business & Management (FGM).

Sept 2007 – June 2010:

Bachelor degree in Business Administration

Saint Joseph University (USJ) – Faculty of Business & Management (FGM).

2007:

French Official Baccalaureate II – Scientific Series

Lebanese Official Baccalaureate II “S

Grand Lycée Franco-Libanais – Ashrafieh.

SKILLS

Computer skills: Microsoft Office: Word, Excel, PowerPoint, Access – Microsoft FoxPro Accounting System
Omega Back-Office – Omega Inventory Management – WebExpert.

Languages: Fluent in French, English, and Arabic.

PERSONAL INFORMATION

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|-----------------|--------------------------|
| Nationality: | Lebanese |
| Gender: | Male |
| Date of Birth: | May 3 rd 1989 |
| Place of Birth: | Ghazieh |
| Marital Status: | Single |

HOBBIES AND INTERESTS

Sports: Swimming, Football, Tennis, Basket Ball.

Music, Cinema.

EXTRA CURRICULUM ACTIVITIES

2011-2012 & 2009-2010:

FGM Prom Committee Member

Organize & Manage the BA's & Master's Gala Prom dinner.

September 27 2009 – October 6 2009:

Jeu de la Francophonie – Protocol Department

Main tasks: Receive foreign francophone ministers in Honor Room at the airport, Organize the VIP presence during the games.

March 2007:

Students' Parliament – Faculty Of Political Science – Saint Joseph University

Minister Of Traffic & Transport in the students' government

REFERENCES AND TRANSCRIPTS

Available upon request.