

# Abbas Adnan Al Amin

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## **Objectives:**

To obtain a responsible and challenging position in a professionally managed organization.

I am looking forward to an opportunity where I can utilize my skills in contributing effectively to the growth of your esteemed organization and also further improve my personal skills and knowledge, using my experiences and what I have acquired throughout my education to serve the organization objectives.

## **Employment**

### **History:**

March2020	Machinery Saida, Lebanon
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### **Working in Supply Chain Management**

- Plan and implement the overall supply chain strategy
- Collaborate with Sales, Operations, and Customer Service teams
- Determine key supply chain.
- Suggest solutions for process improvements
- Identify process bottleneck and implement solutions in a timely manner
- Provide constructive feedback
- Work with finance, sales, and manufacturing team to determine best vendors and distributors.
- Build and maintain good relationships with vendors

**Working as Head Of Supply Chain and Inventory Control, and my duties were:**

- Preparing Quotations.
- Working on projects in order to sum up quotations.
- Communicate with our clients in all Europe, America and Asia.
- Check out supplies needed to our company
- Inventory control
- Working on First in first out method process
- Preparing price list to our customers

**Working as Sales Coordinator and Inventory Control , and my duties were:**

- Getting orders on phone from customers.
- Invoicing what was ordered
- Preparing price list to our customers
- Preparing Quotations.
- Coordinating with clients and administration
- Communicate with our suppliers.
- Check out supplies needed to our company

**Administrative Assistant / Assistant Project Manager and my duties were:**

- Supporting project manager and following up tasks
- Issue receipts and check payments.
- Filing all necessary documents
- Support Admin department
- Printing salary slip to be signed by the employee and properly archived
- Ensure that the project is implemented as approved,
- Prepare monthly progress reports.

**Internship:**

- BBAC Bank January 2019- February 2019.
- Malik's April 2019- May 2019.
- Allianz Sna July 2019-August 2019.

**Educational Qualification:**

- ✓ Bachelor Degree in Business administration – Management Information
  - Systems. Saida, Lebanon

**General Skills:**

- ✓ Customer Service Experience.
- ✓ Technical Skills: Java, My SQL, tableau business intelligence, AutoCAD, Amadeus.
- ✓ Proficient with Microsoft Office (Word, Excel, PowerPoint).
- ✓ Work effectively individually or as a team member.
- ✓ Great public relations skills.
- ✓ Excellent oral and written communication skills.
- ✓ Perform well under pressure.

**Personal information:**

- Date of Birth : 30 July 1996.
- Place of Birth : Saida – Lebanon.
- Nationality : Lebanese.
- Marital Status : Engaged
- Valid Lebanese Driving license

**Languages:**

- Arabic, mother tongue.
- English fluent spoken and written.

***References***

Available upon request.