

ABOUT ME

Performance-driven and knowledgable administrative and logistics senior officer with 3+ years of experience in managing various daily operations, maintaining confidential documents and files, and being in charge of office operations. Effective communicator with a highly professional attitude, great organizational skills, strong attention to accuracy and detail, and well-developed teamwork abilities.

LANGUAGES

- ENGLISH
- FRENCH
- ITALIAN
- ARABIC

PERSONAL DETAILS

**Date of birth**  
1-May-1986

**Nationality**  
Lebanese

MOHAMAD FATTAH

ADMINISTRATION AND LOGISTICS SENIOR OFFICER

- Beirut, Lebanon
- +961 71 491094
- mhdfattah@hotmail.com

WORK EXPERIENCE

**PIPELINES  
ADVANCED SERVICES  
AND SOLUTIONS  
(P.A.S.S)**  
Beirut  
Aug 2017 - Apr 2020

- Administration and logistics Senior officer**
- Managed office support and improved operations by coordinating itinerary and scheduling appointments for management.
  - Improved accuracy and efficiency of administrative procedures by detailing and prioritizing tasks.
  - Responsible for keeping all personnel records current and confidential, including applications for employment, performance review reports, payroll records and medical files.
  - Managed physical and electronic documents and data by ensuring filing systems were used correctly.
  - Assisted in producing payroll, kept employee records, and tracked time cards for all company departments.
  - Assisted office staff by managing customer correspondence, tracking records, and handling interoffice communication.
  - Acted as liaison between staff and senior leaders to resolve issues and complete contracts on time and according to goals.
  - Managed all domestic and internal travel arrangements, hotel reservations and transportation requirements.
  - Audited financial bookkeeping practices to ensure accuracy, compliance and without evidence of fraud.

**PREMIUM  
CHAINSTORES**  
Beirut  
Oct 2010 - Oct 2012

- Branch Manager**
- Proposed an annual business plan to increase profitability and effectiveness of the branch.
  - Performed Human Resources responsibilities, including resolving team conflicts, conducting annual performance reviews, hiring and firing employees, providing training, arranging staff schedules, recording staff attendance and hours worked, and handling payroll duties.
  - Increased proficiency and efficiency of daily operations and maximized branch revenues.
  - Coordinated staff development and succession planning to streamline operations and increase efficiency.
  - Assisted management in their decision-making, prepared detailed financial reports on operations and risk assessments.

**BEIRUT DUTY FREE**  
Beirut  
Aug 2009 - Oct 2010

- Store Manager**
- Enhanced sales by implementing merchandise and promotional changes.
  - Kept detailed and accurate accounting records for sales, purchases, and requisitions.
  - Conducted accurate count of stock-on-hand and reconciled discrepancies to maintain inventory.
  - Collaborated with visual merchandising team to develop and implement plans to improve profitability.
  - Created promotional strategies to increase business while remaining within budgetary guidelines of company.

EDUCATION

**UNIVERSITY OF  
BOLOGNA**  
Bologna, Italy.  
2015

**Masters in International Management**

**BEIRUT ARAB  
UNIVERSITY**  
Beirut  
2010

**BBA**

SKILLS

- |                         |                         |
|-------------------------|-------------------------|
| OPERATIONAL IMPROVEMENT | ABILITY TO PRIORITIZE   |
| MULTI-TASK MANAGEMENT   | EXCELLENT COMMUNICATION |
| FINANCIAL REPORTING     | TEAM MANAGEMENT         |
| ACCOUNT MANAGEMENT      | BUDGETING               |
| BUSINESS DEVELOPMENT    | REPORTING               |
| PROCESS IMPROVEMENT     | ORGANIZATION            |
| EXPENSE CONTROL         | PROBLEM RESOLUTION      |