



NAJIB ABILAMAA

*Warehousing & Logistics
Supervisor*

📍 Lebanon, LB

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Skills

Warehousing business



Attentive to details



Customer service



Time Management



Shareholder management

Leadership



Negotiation & effective communication



Computer literature



Work experience

Sep 20 - Sep 21 E-Commerce warehouse supervisor

Malia Group-Cosmaline

Assisted in launching e-commerce business

- Organized daily BU activities and made sure all issued invoices/orders are prepared on time
- Optimized spaces, ensuring that the warehouse is well organized at all times, and propose the development of stored procedures when needed to be
- Handled stored goods non-conformities through investigations
- Supervised the physical receiving of goods and matching with a respective packing list(s);
- Ensured proper handling and storage of all received goods
- Ensured proper maintenance, safety use, and cleaning of all warehouse equipment
- Implemented and managed inventory control systems constantly
- Fleet Management

Feb 18 - July 20 Logistics & Warehouse supervisor

Huawei Technologies Lebanon

- Supervised the customs clearance process, by checking invoices, packing lists, AWB, declaration, etc.
- Prepare GRN through ERP
- Physical inbound, outbound, and inspection of all shipments received at the warehouse
- Quarterly, and yearly inventory cycle count
- Generated reports on all orders released and shipped.
- Resolving any discrepancy in material return or stock.
- Ensure proper storage of material in their respective place
- Perform duties assigned time to time by the management
- Maintain a clean warehouse

March 17 -
Jan 18

Warehouse coordinator

M+M Hechme logistics

- Ensured proper execution and implementation of all policies procedures regarding picking, packing and shipping management.
- Trained and evaluated warehouse staff on effective inventory techniques and daily tasks.
- Acted as a customer relations specialist, communicating information about delivery.
- Scheduled and coordinated responsibilities of warehouse team members and volunteers to meet the demand of the facility.
- Get stock confirmation from Warehouse and process GRN in system.
- Communicated all delays or variances to Purchase and Product teams to ensure all concerned persons are updated on all open jobs.
- Conducted periodical checks at warehouse to ensure Inventory remains intact.
- Conducted the cycle count stock audits, reporting following up on any discrepancies and adjusting stock to match the system and vice versa.
- Ensured that Warehouse Outbound/Inbound operations are conducted as per agreed service levels.
- Adhered to cut of timings for all Outbound orders generated in system.
- Archived of all supported documents related to cargo

Education

2013 - 2017

Business studies & management
Arab Open University

2011 - 2013

Economics & Social sciences
Rosary Sisters School-Mountazah