

Nationality: Lebanese
Location: Beirut, Lebanon
Date of birth: 21/06/94
Languages: English, French, Arabic
Mobile: +961 71 516 315
Email: toni.albitar@gmail.com
LinkedIn: <https://www.linkedin.com/in/toni-bitar-41067019b>



EDUCATION:

- AUL – Bachelor’s Degree in Business Management – Until 2017
- Lebanese University – Bachelor’s Degree in Agricultural Engineering

DETAILED WORK EXPERIENCE:

May 2021 – Present

- Ceva Logistics: A global logistics and supply chain company in both freight management and contract logistics

Receiving and Warehouse Supervisor / Logistics Coordinator:

- Train Employees
- Organize and provide efficient transportation
- Verify deliveries
- Inspect damaged merchandises
- Initiate paperwork
- Communicate with suppliers
- Deliver solutions for the entire product lifecycle
- Manage the storage and transportation processes of the organization's inventory and goods

January 2021 – Present

- Ipsos: Ipsos is a French survey company and an international opinion marketing company

Part Timer:

- Coding

April 2020 – April 2021

- G4S: The world’s leading international security solutions group, which specializes in outsourced business processes in sectors where security and safety risks are considered a strategic threat.

Cash and Transit:

- Physical transfer of valuable assets
- Daily financial reports
- Focal point between parties
- Checking orders

September 2013 – June 2020

○ **Mike Sport:** The “one stop shop” for all your sporting goods and equipment. Being the leading Sports Retailer & Wholesaler in Lebanon, Mike Sport offers a comprehensive product range covering multiple product categories catering to a wide range of end-users encompassing both professionals and amateurs, corporations, schools, and clubs.

Sales Consultant:

- Find Potential customers
- Meet clients
- Train employees
- Future planning / Strategic planning
- Answer customers inquiries

Warehouse Supervisor:

- Control the receiving and shipping process
- Ensure the cleanliness of warehouse
- Take care of procurement process
- Problem solver
- Set up the distribution and the good’s delivery to the stores

VOLUNTEERING:

Member of Scout Association – Mont La Salle Since 2001.

TECHNICAL SKILLS:

MS Offices, Google Sheets, Microsoft Dynamics Navision

Personal Skills:

- Teamwork and leadership
- Problem solving
- Results orientation and execution excellence
- Communication abilities
- Strategic perspective
- Value based selling
- Customer Service
- Time Management
- Warehousing
- Procurement
- Logistics
- First Aid
- Work Under Pressure
- Adaptation
- Managerial skills
- Technical skills
- Logical reasoning