

AHMAD EL KEBBI

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| EDUCATION | Lebanese American University (LAU) | September 2016 – June 2021 |
| | Bachelor of Science in Business Studies – Banking and Finance | |
| | Lycée Franco-Libanais Verdun | 2001 – 2016 |
| | French Baccalaureate (Life Science) | |
| EXPERIENCE | Toters Delivery – Invoice Controller Team Lead | October 2022 – Present |
| | <ul style="list-style-type: none">○ Leading and managing a team of 3 and emphasizing them to a better process of work.○ Closing supplier invoices on a daily basis and ensuring received stock is correct.○ Calculating and updating item's costs to maintain the same profit margins.○ Generating the monthly shrinkage file and assisting in its study to find the main problems of variance.○ Facilitating payments on the aging report and making sure all purchase orders are closed.○ Reconciling statement of account for suppliers and making sure both ends are matching.○ Managing and controlling stock adjustments to maintain accurate on-hand and system stock.○ Investigating and analyzing stock discrepancies. | |
| | Toters Delivery – Invoice Controller | June 2022 – September 2022 |
| | <ul style="list-style-type: none">○ Archived all of the received invoices directly on the system in an orderly matter.○ Confirmed end of day cash balance and payments for the warehouses and reported if necessary.○ Finished off vendor's bills and settled them in the supplier wallet.○ Held responsible for generating monthly excel sheets and downloaded the previous month's data to keep track of history. | |
| | Noknok – Product File Management Officer | September 2021 – May 2022 |
| | <ul style="list-style-type: none">○ Performed invoice matching and referred to the supplier in case of variation.○ Issued sales order cancelations and returned back the items in stock.○ Proceeded with stock adjustments to maintain accurate live stock.○ Implemented cost and retail selling price changes on ERP.○ Created new items and suppliers on Microsoft Dynamics and Address. | |

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| INTERNSHIPS | Noknok – Commercial Department trainee | July 2021 – August 2021 |
| | <ul style="list-style-type: none"> ○ Price monitored all kinds of products from different sources and compared them on an excel sheet. ○ Matched purchased or returned invoices from suppliers and adjusted them on the ERP system. ○ Applied changes for Cost and Retail Selling Price using Microsoft Dynamics. ○ Canceled unwanted customer's orders. | |
| | Banque Libanaise Pour Le Commerce (BLC) | June 2019 |
| | <ul style="list-style-type: none"> ○ Worked closely with senior management and executed daily tasks involving the customer satisfaction process. ○ Managed customer portfolios, ensured full documentation of all necessary procedures and assisted in sourcing any missing documents. ○ Communicated with customers, screened their profiles and proposed pension plans accordingly. | |
| EXTRA-CURRICULAR ACTIVITIES | Banque Du Liban (BDL) | July 2018 |
| | <ul style="list-style-type: none"> ○ Discovered and gained exposure to all the department of the central bank and the basis of their work. ○ Completed a group project during the final week and scored second best group out of nine. ○ Prepared an end of internship report and presentation. | |
| | American University of Beirut Medical Center | December 2018 – January 2019 |
| | <ul style="list-style-type: none"> ○ Volunteered as a guide for patients. | |
| LANGUAGES | Al-Riyadi Basketball Club | 2006 – 2015 |
| | <ul style="list-style-type: none"> ○ Participated with Team A throughout many championships and was a main player for the team. | |
| LANGUAGES | Fluent in Arabic, English and French | |
| HOBBIES AND INTERESTS | Ping-Pong, Basketball, Swimming and gardening. | |
| SKILLS | Computer Skills: Microsoft Office, Microsoft Dynamics, Eddress. Soft Skills: Organization, Detail oriented and Time Management. | |