

MORTADA MORTADA

CONTACT



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mortada-mortada@hotmail.com



Beirut, Lebanon

SKILLS

Flexibility

Leadership

Excel Expert

Critical Thinking

Time Management

EDUCATION

**Lebanese International
University**

**Business Management
Bachelor**

2016-2019

LANGUAGES

English 

French 

REFERENCES

Nawaz Sher

Assistant Manager

nodaplast@hotmail.com

PROFILE

Business administration graduate with a solid background working in different business sectors. Well organized. Ambitious, flexible and able to multitask and working under pressure while maintaining a high level of professionalism and efficiency. Seeking for career growth and development with a 3 year of experience in accounting, financial management, inventory, supplies processing data clerking and analysis, budgeting.

WORK EXPERIENCE

Middle Management

NodaPlast - Congo

Oct 2019- Oct 2022

- Data inputting and analysis consist of daily production reports, invoicing, raw materials listing, client's data, issuing PO-Orders, verifying and analyzing data on system.
- Supervising maintenance faculty by tracking expenses, reporting progress set the budget for maintenance, ordering supplies and logistics
- Quality goods controller, monitored the production plan and capacity, implemented and trained staff to perform quality procedures to test good's quality standards and sustainable benchmarks
- Issued regular inventory reports statistics to upper management, managed stock control and reconcile with data storage system, trained staff on the LIFO inventory Method, assessed output to track trends and movement
- Performed as an interim salesman, processed cash and account receivable reconciliations
- Set training programs for new employees, tracked and evaluated team performance and reporting to upper management