

# FIRAS GHRAIZI

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Aley, Lebanon

## PROFESSIONAL SUMMARY

Experienced accounting professional with a strong background in financial control and store control. Solid understanding of accounting principles and financial analysis. Proven track record in managing budgets, overseeing store inventory, and ensuring compliance with financial regulations. Skilled in developing and implementing financial strategies to drive business growth and profitability. Excellent communication and problem-solving skills with a demonstrated ability to work effectively in fast-paced environments. Adept at leading cross-functional teams and delivering results that exceed expectations.

## Relevant Work Experience

### Gharsulimited service

Nigeria, 2022 – April - 2024

#### Stock Controller & Store Manager

- Monitoring and maintaining accurate inventory levels by conducting regular stock counts.
- Implementing effective inventory control measures to minimize discrepancies and losses.
- Ensuring timely replenishment of stock to meet customer demand.
- Coordinating with suppliers and place orders based on stock levels and sales trends.
- Implementing stock rotation strategies to minimize product expiration and waste.
- Overseeing product merchandising and display to enhance the visual appeal of the store.
- Supervising and providing guidance to store staff, including stock clerks and sales associates.
- Conducting regular training sessions to enhance staff knowledge of products and customer service.
- Ensuring a high standard of customer service by addressing customer inquiries and resolving issues promptly.
- Training staff to provide excellent customer service and create a positive shopping experience.

### Societenajjar

Lebanon, 2017 - 2021

#### Stock Controller

- Checking stock levels regularly
- Completing the required paperwork when ordering stock
- Updating stock information on the computer system
- Comparing items received against items ordered
- Implementing or improving processes and procedures.
- Compiling daily reports and addressing inventory discrepancies
- Maintaining records of pricing, purchases and other relevant information
- Performing random checks and audits including routes of cash vans and delivery
- Implementing stock rotation strategies to minimize product expiration and waste.
- Cash collector bank deposit
- Sending financial reports of sales daily

### Bankers

Lebanon, 2015 - 2016

#### Financial Insurance Consultant

- Conducting thorough consultations with clients to understand their financial goals, risk tolerance, and insurance needs.
- Analyzing clients' current financial situations and future objectives.
- Staying updated on a wide range of insurance products, including life insurance, health insurance, disability insurance, and investment-linked policies.
- Educating clients on the features, benefits, and coverage options of different insurance plans.
- Assessing clients' insurance needs based on their individual circumstances and financial objectives.
- Providing personalized recommendations to address clients' risk management and financial security requirements.

### Honein for construction

Lebanon, 2014 - 2015

#### Accountant

### Free Design Z Company

Lebanon, 2013 - 2014

#### Marketing and Sales Representative

- Conducting market research to identify potential customers, industry trends, and competitor activities.
- Gathering insights to inform marketing and sales strategies.
- Developing and implementing marketing plans to promote products or services.
- Utilizing various channels such as digital marketing, social media, and traditional advertising to reach target audiences.
- Conducting product presentations and demonstrations to potential customers.

## **Education**

MUBS– Bachelor Degree in Business Administration Auditing

Lebanon, 2009 -2013

## **TECHNICAL SKILLS**

- Ms Office (Word, Excel, Powerpoint),
- Oracle by JDE
- Bank Deposit
- Cash Collector
- Inventory management
- Team Leader
- Logistic
- Warehouse Supervisor
- Quality Assurance
- Customer Service
- Stock monitoring

## **LANGUAGES**

- Native in Arabic
- Advanced in English
- Basic in French

## **AREA OF EXPERTISE**

- |                          |                           |
|--------------------------|---------------------------|
| • Communication Skills   | • Problem Solving Skills  |
| • Active Listener        | • Work Under Pressure     |
| • Attention to Detail    | • Customer Service Skills |
| • Time Management Skills | • Professionalism         |