

WALID TOFAHA

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I'm an Information Technology graduate with a 3 years background in supply chain operations. I'm passionate about using technology to simplify processes, optimize workflows, and make operations more efficient.

WORK EXPERIENCE

GRAY MACKENZIE | BEIRUT

RECEIVING SUPERVISOR | Full-time

Aug 2022 – Aug 2024

- Managed the efficient receipt and inspection of goods, ensuring compliance with company standards.
- Applied attention to detail and proactive management to optimize operations.
- Focused on accuracy and quality control, ensuring product integrity and company compliance.
- Implemented new receiving process which resulted in a 70% increase in efficiency, reducing processing time and improving inventory accuracy.
- **Acted as Receiving Manager:** Managed supplier relationships, optimized receiving procedures, and implemented process improvements.
- Conducted regular inventory audits and resolved discrepancies to maintain accurate records.
- Coordinated a team of [number] employees, providing training and support to ensure seamless operations.
- Collaborated with other departments to streamline operations and enhance overall efficiency.

RECEIVING ADMINISTRATOR | Full-time

Sep 2021 - Aug 2022

- Conducted meticulous receiving and inspection of goods, ensuring accuracy, quality, and compliance with industry standards.
- Optimized supply chain operations with detailed documentation, effective communication, and problem-solving skills. Implemented best practices in inventory management and logistics.
- Achieved a 70% reduction in receiving errors by implementing new quality control procedures, resulting in improved inventory accuracy and minimized stock discrepancies.

INVENTORY CONTROLLER | Full-time

Aug 2021 - Sep 2021

- Managed inventory levels with precision, conducting regular stock audits and reconciling system records.
- Collaborated with cross-functional teams to forecast demand and maintain optimal stock levels.
- Utilized analytical skills to minimize excess or obsolete inventory, enhancing supply chain efficiency.
- Achieved an 50% improvement in inventory accuracy by implementing cycle counting processes, leading to more reliable inventory data and better decision-making.

EXPIRY CHECKER | Full-time

Jan 2021 - Aug 2021

- Maintained product freshness and quality through diligent expiration date monitoring.
- Removed expired items promptly, ensuring compliance with health and safety regulations.
- Worked closely with store teams to guarantee customer satisfaction with fresh products.

- Identified and resolved expired items, reducing potential waste by 30% and ensuring compliance with safety regulations.

PFM ASSISTANT | Full-time

Apr 2020 –Jan 2021

- Organized and maintained accurate product files, including pricing, descriptions, and supplier data. Streamlined operations by collaborating with cross-functional teams to enhance customer experiences. Demonstrated proficiency in managing product information and supporting supply chain processes.

CASHIER | Full-time

Nov 2019 - Apr 2020

- Maintained 100% accuracy in cash and card transactions, contributing to efficient retail operations and customer satisfaction.
- Provided exceptional customer service by efficiently processing transactions and handling payments.
- Resolved customer inquiries and concerns professionally, enhancing the customer experience.
- Maintained accuracy in cash and card transactions, ensuring smooth retail operations.

EDUCATION

Bachelor of Technology (B.Tech.) - Information Technology

LEBANESE INTERNATIONAL UNIVERSITY|BEIRUT

CERTIFICATIONS

- CERTIFICATION CCNA4V7: Enterprise Networking, Security, and Automation
- CERTIFICATION CCNA3V7: Implementing and Administering Cisco Solutions
- CERTIFICATION CCNA2v7: Switching, Routing, and Wireless Essentials CISCO
- CISCO1_01A_S24: Microcomputer Support
- CCNAv7: Introduction to Networks

SKILLS

Soft Skills:

- Analytical Skills
- Communication Skills
- Creative Thinking
- Leadership
- Multitasking
- Presentation
- Teamwork and Collaboration
- Time Management

Technical Skills:

- Database Management
- Dynamics 365
- Microsoft Office
- Programming
- System administration