

# Fouad Bou Zeid

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My main career objective is to work in an occupational atmosphere where growth and development are constantly encouraged. Having experience with various respectful companies, I can confidently say there is not any challenge that I cannot face and overcome. My social and communication skills have always been a point of praise from my superiors and colleagues. I am seeking a full time job in order to meet up with the company objectives.

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## Skills

### Interpersonal:

- Advanced communication skills
- Advanced negotiation and persuasion skills
- Thrive under pressure
- Quick learner
- Critical thinker
- Self-motivated
- Team Leader
- Take initiative
- Easily adapt to changing circumstances and very flexible

### Occupational:

- Advanced use of Windows and Microsoft Office (Dynamic NAV , Word, Excel, PowerPoint)
  - Advanced use of Wizard, Dolphin, Internet, and Outlook
  - Advanced management skills
  - Expert in communication organizational
  - Expert in implementing of quality systems
  - Strong analytical abilities
  - Ability to guide and motivate others, especially in teamwork
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## Experience

September 2022 – PRESENT

### **Warehouse Manager / Teletrade Computer System, Jal el Dib – Lebanon**

- Ensure that the warehouse operates at peak efficiency — with customer satisfaction the primary goal — by supervising, organizing, and training warehouse employees and establishing, monitoring, and managing operational goals
- Determine and track warehouse KPIs ,
- Ensure that facility equipment is properly maintained
- Administering stock control
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory, gate processes, and shipping methods
- Maintain a safe and healthy work environment by establishing and enforcing standards and procedures and by complying with legal regulations
- Schedule and oversee warehouse team, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Review and prepare workflows, staffing requirements, space allocations, equipment layouts, and action plans that meet company standards for productivity, quality, and customer service

APRIL 2021 – AUGUST 2022

### **Warehouse Manager / Powertech S.A.R.L, Jnah – Beirut – Lebanon**

- Oversee receiving, warehousing, and distribution operations.
- Implement operational policies and procedures.
- Ensure the safety of staff.
- Maintain documentation and keep accurate records of warehouse activities.
- Coordinate with agents on daily basis to improve and support the company system.

- Communicate with warehouse staff on regular basis to make them aware of priorities, targets, and operational requirements.
- Ensure inventories are accurate and control inventory levels by ensuring physical counts are conducted and reconciled with an automated system utilizing the help of the warehouse team.
- Ensure an efficient warehouse operation which is able to fulfill operational and customer demand.
- Continuously review ways to aid efficiency, add value and reduce costs as well as delivering continuous improvement initiatives.
- Create policies and procedures for warehouse activities and ensure all systems meet the standards for accreditation in line with the quality systems.
- Set department objectives/KPIs and review and assess on-going performance of direct reports

JULY 2020 – JANUARY 2021

### **Warehouse Manager / 114Amatoury, Sin el-Fil – Beirut – Lebanon**

- Stocked entry and adjustments, purchased orders, updated and maintained inventory control.
- Prepared and controlled our weekly shipments and delivery papers.
- Worked on computer inventory system, stock codification, and classification.
- Coordinated with accounting department (invoices; purchasing....).
- Warehouse supervisor, stock control, checking deliveries, ordering stock, samples requests completing paperwork.
- Stock transfer from warehouse to warehouse of rolls to maintain and organize warehouses Inventory.  
Stock entry, adjustments, purchases orders, updated and maintained inventory control.

JULY 2015 – JANUARY 2019

### **Warehouse Manager / EL CIR S.A.L., Mkalles – Mount Lebanon – Lebanon**

- Coordinated with agents on daily basis to improve and support the company system, and handled their urgent inquiries, orders, problems, etc.
- Ensured effective and safe use of warehouse equipment.
- Followed up of orders.
- Created labels and Barcode.
- Input and hold responsibility for warehouse budgets.

OCTOBER 2011 – MAY 2014

### **Warehouse Manager / WANA Logistics – Levant Transport, Port Beirut – Duty Free Zone – Lebanon**

- Tracked shipments overseas, and known exactly what shipments are scheduled for the day.
- Cleared goods at the customs in port Beirut, prepared loading and delivery reports, and grouped goods.
- Ensured that goods are packed appropriately and stored safely in warehouses until the customers pick them up.
- Organized the dispatch and delivery of goods, and prepared shipment of the stored goods to final destinations.
- Ensured efficient planning, direction and coordination of the activities of all employee.

DECEMBER 2010 – JUNE 2011

### **Warehouse Manager / CHABROS, Dubai – UAE**

- Coordinated on daily basis with the showroom managers, sales department, and accounting department to handle all their orders, inquiries, and deliveries.
- Coordinated the shipping and receiving processes to make sure that the product will move efficiently from storage to point of sale.
- Oversaw stock control and followed up on orders, packing products, and deliveries to avoid any problems.
- Produced regular reports and statistics on a daily, weekly, and monthly basis to headquarter.
- Responded and dealt with customer communication by email, fax, and telephone.

FEBRUARY 2006 – FEBRUARY 2010

## **Stock Keeper / SKAFF S.A.L. (Fabrics and Furnishing), Mkalles – Mount Lebanon – Lebanon**

- Stocked transfer from warehouse to warehouse of rolls to maintain and organize warehouses Inventory.
  - Coordinated with SKAFF branches and agents on daily basis to improve and support the company system, and handled their urgent inquiries, orders, problems, etc.
  - Prepared and controlled our weekly shipments and deliver them to DHL (to all our branches such as Saudi Arabia, Dubai, Jordan, Syria, Qatar etc.)
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## **Education**

2006 – 2010

## **Bachelor's Degree in Business Management / AUL University, Beirut – Lebanon**

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## **Language**

- **Arabic:** Native Language
- **English:** Advanced
- **French:** Advance