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About

A long term virtuous volunteer looking for a professional career with an ethical organisation streaming towards modern managerial tools and mentality.

Education

- 2020–Present M2 Master in “Management de projets”  
Conservatoire national des arts et des metiers, Bir hassan
- 2010–2016 Bachelor in Business Management  
Notre Dame University Louaize, Zouk Mosbeh
- 2005–2009 Former Bachelor of Sciences, Chemistry (Incomplete)  
Lebanese University Sciences Faculty II, Fanar
- 1989–2004 Double Bac. in Life Sciences (French and Lebanese)  
College St Joseph des Pères Lazaristes, Aintoura.

Professional Experience

- 2024–Present **Warehouse Controller, Branch Manager /** Noknok GMRL, Jounieh  
Manage in house personel and drivers( interview recruit train).  
Coordinate order preparation and dispatching.  
Control stock levels and expiry.  
Receive products and goods.  
Control shelving as per type and zone.  
Receive and Control cash collection reports.
- 2023–2024 **Warehouse Manager /** Sakr Building Materials, Jounieh  
Daily operations control of stock in/out.  
Receiving goods with accurate Data entry.  
Revamping WH organization, mapping, zoning and shelf numbering.  
Reviewing safety measures.  
Handling repair items follow up between customer and supplier.  
Inventory control and Data correction of previous records.
- 2021–2023 **Quality Control Inspector /** Prepak – Indevco, Zouk Mosbeh  
Routine inspection of PET, PP and HDPE final goods.  
Routine inspection of machinery parameters.  
Daily Lab testing of chemical and physical components.  
Receiving and shipping inspection of raw materials and final goods.  
Employee hygiene and anti-contamination manipulation control.
- 2020–2021 **Project coordinator, recycling program /** Arc en ciel, Jisr el Basha  
Daily route control and truck dispatch.  
Client and partner communication and service.  
Recalculation of cost allocation and operational budgeting.  
Data entry and control of financial and waste collections.  
Recurent maintenance allocation.

- 2019-2020      **Senior Admission Officer / LAUMC – RH**  
ED admissions clerk, covering the patient's admission, billing & TPP claim.  
Cashier during night shifts.
- 2018-2019      **Protection data entry operator / ICRC Beirut delegation**  
NGO contractual position, confidential job details.
- 2015-2018      **Admission, billing and claims officer / Kesserwan Medical Center, Ghazir**  
ED admissions clerk, covering the patient's billing and insurance claim.  
In-patients billing officer (NSSF – Insurance) from October 2016 till March 2017.  
Out-patient billing and claims, outside regular working hours.  
Cashier duties (In, Out & ER) during holidays and outside working hours.
- 2013-2014      **Operations supervisor / SUKLEEN – Averda Group, Beirut**  
Manage the waste collection operation during the night shift for the Keserwen and northern Metn area.  
Organize and coordinate labor, vehicles and routes following management budget.  
Check for quality and safety regulations before dispatching the vehicles.  
Respond to customer complaints and suggestions received by either municipalities or customer care call center  
Order maintenance/replacement requests for bins and barrels in my area of supervision.  
Organize and control special sweeping missions within my working territory such as early summer street and road sides sweeping.  
Keep daily archived reports of all activities, and check all drivers' operation reports.

## Personal Experience

- **Member of Les Scouts Du Liban**  
Joined in 2001 with "groupe Ecole-Allemande", Jounieh.  
Occupied the position assistant scouts chief in 2005.  
Transferred in 2006 to "groupe St Joseph Aintoura" and joined the rovers' clan.  
Occupied the position of team leader in 2009 for two consecutive years.
- **EMS rescuer with the Lebanese Red Cross**  
Joined the organization in 2005 as an apprentice.  
Became a team leader in 2011, and thus held following tasks:  
Former position of Jounieh sector ambulance fleet manager (2011).  
Member of the Mount Lebanon drivers committee (2010-2012).  
Submitted my resignation in January 2015.
- **Firefighter and EMS rescuer with the Lebanese Civil Defense**  
Joined the service in December 28th 2012.  
EMT training head within the Kesserouane casa since 2020.

## Languages

- **Good writing, reading and speaking skills**  
Arabic, English, French
- **Basic proficiency**  
German A1

## Skills

- **DIY Construction Crafting**
- **Multiple Vehicule Grade Manipulation**
- **Training & Public Speaking**
- **Team Sports**

## Computer Literacy

- **MS Office**
- **MS Project**
- **Google Analytics & Alerts**