

Mohammad Ibrahim Al-Fakher

D.O.B: 01-01-1991

Nationality: Lebanese

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Professional Summary:

Highly motivated and results-oriented professional with over 8 years of experience in logistics, sales, customer service, and Stock Management. Proven ability to manage shipments, build client relationships, and drive customer satisfaction. Seeking a challenging position where I can leverage my skills to contribute to a company's success.

Experience

BI Harbert (Dekweneh, Beirut):

"2024 – Current"

Post: Assistant Warehouse Keeper

Main Duties and Responsibilities:

- Accepted and inspected incoming shipments delivered via containers.
- Verified material quantities and assessed for damage, ensuring accuracy against packing lists.
- Documented and signed for received goods, adhering to company protocols.
- Prepared and issued materials for packing and shipment to designated locations.
- Organized, aligned and restocked materials based on expiry dates, quality, type, and size specifications.
- Conducted regular inventory counts (monthly or bi-monthly) to maintain accurate stock records.
- Maintained a clean, organized, and safe warehouse environment.
- Supervised and supported warehouse laborers, ensuring efficient task completion.
- Performed loading and unloading of materials, utilizing appropriate equipment and safety procedures.
- Following Safety Procedures to ensure the safety of all the manpower.

Hilti (Dora, Beirut):

"2019/Six Months of experience"

Post: Logistics Coordinator

Main Duties and Responsibilities:

- Managed and tracked shipments (sea, air, express).
- Resolved work problems and assisted colleagues.
- Oversaw inventory, including coordination with the storekeeper, checks, and stock takes.
- Processed shipment documentation and billing.
- Liaised with internal departments and external logistics providers

Golden Tulip Galleria Hotel (Jnah, Beirut):

"2015/2017"

Post: Purchasing Officer

Main Duties and Responsibilities:

- Managed the purchasing lifecycle, from order placement and vendor communication to delivery tracking and quality control.
- Maintained purchasing documentation, including order details, invoices, and delivery information.
- Monitored stock levels, prepared purchase reports, and coordinated with warehouse operations.

F&B Experience

2012/2020:

Main Duties and Responsibilities

Gained extensive experience in customer service, hospitality, and restaurant operations across various roles, including waiter, cashier, operator, barista, and supervisor. Developed skills in:

- Taking orders and providing recommendations.
- Handling cash and processing payments.
- Preparing beverages and serving food.
- Supervising staff and resolving customer complaints.;
- Providing attentive service, addressed customer needs, and ensured a positive dining experience.
- Mixing alcoholic and non-alcoholic beverages, making cold and hot drinks.
- Managed payments, maintained inventory, ensured cleanliness and safety, and supervised staff.

Skills:

- Customer Relationship Management (CRM)
- Inventory Management
- Sales and Negotiation
- Logistics Coordination
- Microsoft Office Suite
- Communication (Written and Verbal)
- Problem-solving

Personal Attributes:

Detail-Oriented, Adaptable, Team Player, Leader, Reliable, Trustworthy, Committed, Flexible, Honest, Respectful, Culturally Aware, and Dynamic.

Education History:

- Secondary Education – Rene Mo'awad High School
- Business Administration – Lebanese University "One year completed"
- Social sciences – Lebanese University "One year completed"

Computer Skills:

- Internet Researcher.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and experienced in SAP, Ccore, Oracle, Omega, and PMS Systems.
- Hardware and software troubleshooting knowledge.

Hobbies:

- Reading
- Fitness

References:

- Available Upon Request