

# Azmi Al Jamal

🏠 Tripoli – Lebanon

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## Administrator | Land Surveyor

### Profile

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Detail oriented land surveyor with experience in conducting topographic, boundary and construction surveys. Hand on experience using drafting softwares and surveying tools.

Proficient in data entry with solid experience in inventory management, stock control, and warehouse organization. Skilled in receiving, storing, and distributing materials efficiently while maintaining a clean and safe work environment.

### Work Experience

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#### 2022 – Present **Administrator – Spinneys – Mtaileb – Lebanon**

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- Receive and verify supplier invoices to ensure accuracy in terms of products received and pricing.
- Responsible for comparing the purchase order, delivery receipt and suppliers invoices
- Monitor inventory levels of products and supplies.
- Entering invoice details into the financial system for accounting and recordkeeping.
- Creating, tracking and sending official POs based on stock needs.
- Coordinates and schedules the inbound and outbound transfer of materials and inventory
- Following up with suppliers to clarify any issues or conflict in invoices.
- Maintain up to date supplier records and documentation.

#### 2019 – 2022 **Supervisor – Golden Gamal – Tripoli – Lebanon**

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- Processing foodstuffs order requests and prepare all orders for shipment.
- Responsible for the receipt and organization of warehouse products: picking, unloading, labeling, and storing.
- Tracking and coordinating the receipt, storage and timely delivery of foodstuffs and materials.
- Working closely with suppliers, customers and distributors.
- Checking orders, bills, items received, inventory and deliveries for accuracy.
- Maintains warehouse organization to ensure a clean, efficient, and secure storage environment for stock items.

#### 2018 May – July **Land Surveyor – Topographic Office of Souheil Rajeh – Jounieh – Lebanon**

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- Conducting surveys to determine the legal boundaries of properties based on legal title deeds
- Analyze field data and ensure accurate calculations and mapping

#### 2016 – 2018 **Land Surveyor – Topographic Office of Maheir Yaghi – Tripoli – Lebanon**

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- Perform field surveys, including measuring distances and angles using GPS, Topcon, Leica and Total and other equipment.
- Collaborate with architects to ensure accurate and comprehensive survey results.
- Assist in preparing sketches, topographic maps, reports and legal descriptions of surveyed areas.

#### 2015 – 2016 **Land Surveyor – Topographic Office of Rashid Jmaili – Tripoli – Lebanon**

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- Take elevation points, measure and demarcate private land boundaries for building a mosque.
- Help gather and record field data accurately, including topographic and boundary information.

## Education

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### 2013 - 2015 **Technical License Degree in Topography (LT)**

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- Technical Institute for Education – Beirut – Lebanon

### 2010 - 2013 **Superior Technician Degree in Topography (TS3)**

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- Technical Institute for Education – Beirut – Lebanon

### 2007 - 2010 **Technical Baccalaureate Degree in Topography (BT3)**

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- Official Institute of Tripoli – Tripoli – Lebanon

## Skills

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- Softwares: AutoCAD 2D & 3D, Land, AutoCAD Civil 3D
- Data Collection Tools: Topcon, Leica, GPS
- Microsoft Office: Word, Excel, PowerPoint
- Languages: English, Arabic