

Personal details

 Ghiwa Ragheb

 raghebgghiwa@gmail.com

 70360952

 Jouret El Ballout Metn

 21 October 1998

 Lebanese

Skills

SAP transaction processing

Data reconciliation

Supplier communication

Process improvement

Shipping documentation

Languages

Arabic

English

French

Hobbies

- Cooking
- Reading
- Traveling
- Painting

Education

Sociology & Economy
Val Pere Jacques, Bkennaya

BA in Finance & Microfinance
Arab Open University, Antelias

Sep 2018 - Sep 2020

Employment

Purchasing and Operations Coordinator2022 - Present
McKinsey Electronics Limited, Rabweh

- Handled SAP transactions (PO, SO, AP, AR, GRPO) and reconciled reports
- Supported process automation with IT
- Managed supplier communication, onboarding, and compliance
- Verified shipping documents and resolved logistics issues
- Coordinated with internal teams for smooth operations
- Provided updates on orders, shipments, and payments
- Onboarded and tracked performance of shipping brokers
- Participated in IDEF Turkey exhibition

Sales Coordinator & HR department2021 - 2022
Teletrade Holding Group, Jal El Dib

- Prepare Sales Orders
- Prepare Purchase Orders
- Communicate with suppliers and follow up on orders.
- Recruitment Process
- Events Planning

Call Center Agent2019 - 2021
Fast Auto Services, Bsalim

- Handle inbound and outbound customer calls to resolve inquiries and provide product information
- Manage and update customer records in the CRM system to ensure data accuracy & Dispatching drivers to their locations

Sales & Cashier2016 - 2019
Marie France & Hair Lounge – by Izzat Daouk, Le Mall, Dbayeh

- Managed cash handling and reconciliations at the end of each shift
- Coordinated with the purchasing department to ensure product availability for sales
- Handled customer enquiries and resolved issues to enhance the shopping experience

Certificates

Microsoft Office2025
Excel, PowerPoint, Word

Supply Chain and Logistics Training Sessions2024

Artificial Intelligence Prompting Course.2024