

Kareem Ghannam

Location: Lebanon, Beirut

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Career Objective

Motivated and detail-oriented professional seeking a position where I can apply my strong organizational. Committed to supporting operational excellence, ensuring quality standards, and contributing to a collaborative work environment.

Education

AUL – Arts, Sciences, and Technology University in Lebanon

Bachelor of Business Administration in Accounting Information Systems

Professional Experience

Purchasing Officer – SET for Food / Tawlet Restaurants

- August 2024 – Present
- Research suppliers and evaluate vendors for quality and pricing.
- Negotiate costs and manage the full purchasing cycle.
- Track orders and ensure timely delivery of all items.
- Handle data entry and verification for received invoices.
- Request and compare supplier quotations.
- Prepare daily and monthly operational and cost reports.
- Maintain accurate filing and documentation.

Junior Accountant – Traditions and People NGO (Souk El Tayeb)

- January 2024 – July 2024
- Generate and issue customer invoices based on approved purchase orders, contracts, or delivery notes.
- Verify the accuracy of invoice data, including quantities, pricing, taxes, and terms.

- Maintain systematic records of all invoices issued.
- Posted journal entries and updated financial statements.
- Managed daily transactions and reconciled invoices.
- Maintained organized filing of invoices and documents.

Storekeeper – Traditions and People NGO (Community Kitchen) (Souk El Tayeb)

December 2018 – January 2024

- Managed stock levels, receiving, and storing of food items and goods.
- Conducted inventory counts and monitored stock movement.
- Delivered items to central kitchen.
- Recorded transfers, requisitions, and received invoices.
- Prepared daily and monthly inventory and operations reports.
- Ensured cleanliness, order, and safety of storage areas.

Computer Skills

Microsoft Word, Microsoft Excel, Omega Inventory Software, Omega Retail POS, Wizard Solutions