

Karim Nakouzi

Administrative Officer

Address: Beirut, Lebanon | **Phone:** +961 70603161

Email: karimnakouzi@live.com | **Nationality:** Lebanese

Summary

A dedicated and creative Administrative Officer with 8+ years of experience in the medical and sales industries. Responsible for the effective and successful management of labor, productivity, and quality control. Effective leader who performs well in a collaborative environment with clients and coworkers. Adept at streamlining processes, managing warehouses, and developing employees. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

Experience

Engineer Admin Coordinator -03/2024 To Present

Clemenceau Médical Center, Bierut, Lebanon

- Skillfully prepares and delivers various forms of communication to supervisors, peers, subordinates, and other departments, ensuring effective information flow.
- Diligently handles all documentation, record-keeping, and day-to-day administrative tasks with precision and efficiency
- Cultivates and maintains collaborative and cooperative relationships with other departments and suppliers, fostering a productive and harmonious work environment.
- Ensures strict adherence to hospital procedures, policies, regulations, and industry standards for events, processes, and related documentation.
- Expertly manages and confirms appointments for the personnel of the departments, ensuring optimal scheduling and coordination.
- Proactively manages the ordering, dispensing, and maintenance of supplies required for regular administration works.
- Skillfully arranges and coordinates meetings/conferences as required, ensuring seamless execution.
- Professionally prepares purchase requests and diligently follows up on purchase orders, ensuring timely procurement of required items.
- Thoroughly receives and audits invoices, ensuring accuracy and adherence to financial guidelines.
- Effectively obtains quotations and coordinates with external companies, ensuring optimal service and value for the organization.
- Efficiently receives and manages items in the engineering warehouse, ensuring proper inventory control and organization.
- Proactively receives and prioritizes demand maintenance work orders from outsourcing companies, ensuring timely resolution.

Administrative Officer – 10/2022 to 10/2023

Smart Salem Fitness Medical Center, Dubai, UAE

- Worked closely with the team and participated in all team meetings, tracked schedules and deadlines, and followed up on important tasks.
- Operated cross-functionally in the visa residency by proactively assisting in doing blood tests and x-rays for the patients to meet organization and patient needs.
- Performed general administrative duties, arranged staff meetings, organized client database, assisted with job postings and applications.
- Managed and compiled the company files while ensuring accurate data entry. Scanned all the relative documents and organized them.
- Greeted and directed visitors, answered phone inquiries and handled complaints in a courteous, professional manner.
- Ensured office supplies are maintained, including checking inventory and working with vendors to always ensure adequate levels of necessary supplies.
- Occasionally traveled off-site to deliver reports or files to other departments.
- Operated copy equipment, fax machines, printers or other equipment necessary.

Receiving and Consignment Officer– 10/2019 to 09/2022

Lebanese American University, Medical Center Rizk Hospital, Beirut, Lebanon

- Understood the hospital's process and requirements and integrating sets of data into frameworks used to develop practical solutions as well as technical assistance.
- Craft short and long-term, actionable plans in consultation with management.
- Managed stock in warehouse receipt, positive release, storage, picking materials, arranging timely delivery of materials.
- Handled product storage and distribution and managed the warehouse. Created a floor layout where all raw materials are set in place.
- Executed purchase of Oder and followed up with the purchase while ensuring quality delivery and timely delivery.
- Carried out administrative duties such as filing, typing, copying, binding, scanning etc.
- Supported team by performing tasks related to organization and strong communication. Provided recommendations on areas of improvement.
- Ensured proper storage and cleanliness of the warehousing and coordinated and conferring inventory related activities with other departments.

Maintenance Administrator – 11/2017 to 06/2019

Crystal Mobile Communication, Lebanon

- Organized and supported the progress of the work with team members while constantly monitoring and delivering value.
- Managed stock of warehouse and ensuring supplied stocks meets demand while preventing overstocking.
- Supported accounting department by processing invoices, executing payments, and tracking receipts.
- Managed purchase orders for equipment, services, and supplies, while ensuring that the products were in accordance with company standards.
- Verified and confirmed purchase contents and orders are complete. Reported any anomalies to the management team and resolved them independently or collectively.

Medical Underwriting Officer (Project-Based Hire) – 03/2017 to 09/2017

GroupMed Insurance and Reinsurance Company S.A.L, Beirut, Lebanon

Accountant – 03/2016 to 07/2016

Liban Lait SAL, Beirut, Lebanon

Education

Bachelor's Degree in Business Administration – 2015

School of Business, American University of Science & Technology, Beirut, Lebanon

Certifications & Achievements

Appreciation Performance Certification, Smart Salem

Skills & Expertise

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| • Leadership & Team Management | • Data Analysis |
| • Communication & Negotiations | • Time Management |
| • Problem Solving | • Decision Making |
| • Strategic Planning | • Procurement |
| • Adaptability | • Accounting |
| • Quality Control | • Microsoft Office |
| • Customer Relations | • Emotional Intelligence |
| • Process Development and Optimization | • Inventory Management |
| • Planning & Organization | • Presentation Skills |

Languages

Arabic: Native | **English:** Fluent