

Georges Bahij El Kozah

00961 70844204 • Zahle, Bekaa, Lebanon • Gkozah1@gmail.com
Linkdin: www.linkedin.com/in/george-kozah-b78a3816a

EXPERIENCE

Logistics Assistant

Intersos | Zahle, Bekaa, Lebanon | Oct 2021 – Dec 2025

- Managed the procurement process by gathering quotations, identifying new suppliers, and maintaining accurate filing and documentation.
- Conducted local purchases (RFQs and Direct Purchases) for goods and services, ensuring compliance with INTERSOS and donor requirements.
- Monitored inventory levels and managed procurement of office and center supplies, including vendor coordination.
- Conducted market research to identify reliable suppliers based on pricing, quality, and delivery performance.
- Entered logistics data accurately and on time into the INTERSOS Management Platform (IMP).
- Processed supplier payments by collecting all necessary supporting documents, including receipts and delivery notes.
- Oversaw the installation, maintenance, and security of office spaces and guesthouses, ensuring compliance with INTERSOS standards and safety protocols.
- Implemented INTERSOS Fleet Management protocols, ensuring vehicles were regularly maintained, insured, and properly documented.
- Tracked vehicle movements, monitored fuel consumption, and maintained fleet-related records, including logbooks and maintenance logs.
- Planned and coordinated vehicle trips while ensuring adherence to safety and security measures.
- Conducted quarterly physical inventories of assets and furniture at the base and centers.
- Monitored and maintained office equipment, including AC units, laptops, and printers.
- Supported the Finance Department by reviewing partners' procurement documentation to ensure compliance with agreements and donor regulations.
- Prepared and submitted monthly logistics reports to management.
- Managed office and guesthouse maintenance, ensuring proper upkeep and functionality.
- Delivered onboarding sessions to new staff on standard operating procedures (SOPs) and proper asset usage.
- Ensure accurate receiving of shipments and proper documentation.
- Report and resolve damages, shortages and discrepancies.
- Prepare inventory reports weekly and monthly.

Account and Logistics Officer

Magrains | Ferzol, Bekaa, Lebanon | Oct 2020 - Oct 2021

- Managed payroll, accounts receivables/payables, and financial reporting.
- Negotiated contracts with suppliers, shippers, and brokers.
- Ensured all shipping documentation was accurate and complete (bills of lading, certifications, etc.).
- Coordinated logistics operations, including shipment tracking, trucking schedules, and goods delivery.
- Conducted expense tracking for fuel, repairs, and shipments.

Sales Executive

ABC Department Store | Achrafieh, Lebanon | Jan 2012 - Dec 2018

- Managed monthly sales targets, staff schedules.
 - Conducted competitor analysis and sales performance reporting.
 - Organized stock transfers and ensured accurate reporting and inventory management.
-

Education

I.P.N.E.T. Dekwaneh, Lebanon

LT (Technical Bachelor License) in Administration and Management | 2016 - 2018

Institute of Tourism, Dekwaneh, Lebanon

TS1 & TS2 in Administration and Management | 2014 - 2016

Skills

- Leadership & Team Management: Motivating team members and ensuring performance excellence.
 - Communication & Negotiation: Strong interpersonal and negotiation skills.
 - Organization & Planning: Well-organized, goal-oriented, and efficient at managing logistics operations.
 - Time Management: Ability to multitask and prioritize workloads.
-

Professional Trainings & Certifications

- Certificate in Safeguarding Essentials
 - IELTS Level B2
 - Certificates in Tax-Free Global Blue, Selling Techniques, Fashion Terminology, Communication Skills, Falsified Money, First Impressions, and Cash-Out Experience
-

Languages

- Arabic: Native
- English: Fluent
- French: Fluent