

ABED AL HAKIM AL JUNDI

INTERIOR DESIGN

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Tripoli, Lebanon

SUMMARY

Benefited from scholarship to pursue my bachelor's degree from RUWWAD AL TANMIYA and volunteered since 2013 until 2017 with the organization in assisting with the programs to aid my community. These 4 years gave me access to NGOs procedures be it internally, with partners or with donors. Graduated as an interior designer, joined Shapes Design Company as a supervisor, then i have worked at ELDORADO for 6 years as an stock controller, and finally i am working at HOZ MALL as an inventory controller till now.

EXPERIENCE

01/2024 - Present

Inventory controller

HOZ MALL

- Monitoring all negative items (oversold) and resolving them
- daily inventory control
- fixed all cash mistake
- auditing all purchases and transfers between branches
- following up all stolen items and consumption items
- Stock adjustment to all quantity difference
- Analyzing supply chain data to ensure the uninterrupted availability stock

05/2018 - 12/2023

Stock controller

ELDORADO

- Submitting purchase details (vendors' information, invoices and pricing) to internal databases
- Place orders to replenish merchandise as needed
- Track shipments and address any delays
- coordinate regular inventory audits
- Liaise with warehouse staff and other internal teams to test product' quality (status upon delivery and storage conditions)
- Keep updated inventory records (including daily shipments)
- Analyzing supply chain data to ensure the uninterrupted availability stock
- Overseeing stock storage processes, including tagging, boxing and labeling
- Review documentation and monitor product codes to search for discrepancies; troubleshoot quantity discrepancies between stock and record
- Track rates of accuracy, purchase and return as well as defective items to inform stock auditor decisions
- Ensuring the correct picking, packing and distribution of orders
- Ensuring the proper receipt and storage of all received commodities

09/2017 - 04/2018

Supervisor

Shapes Design

- Managing workflow
- Creating and managing team schedules
- Reporting to HR and senior management
- Evaluating performance and providing feedback

EDUCATION

09/2013 - 03/2017 **Interior Design**
Lebanese International University
Bachelor Degree

CERTIFICATES

04/2016 - 05/2016 **Leadership**
RUWWAD AL TANMIYA

03/2016 - 04/2016 **Work ethics**
RUWWAD AL TANMIYA

SKILLS

Communication	Dynamic Navision	Expert
Organization	Windward software	Expert
Critical thinking	CRM software	Expert
Team work	Microsoft Office	Expert
Leadership	3ds max (vray)	Advanced
Flexibility	AutoCAD (2D,3D)	Expert
Time management		

LANGUAGES

Arabic	Native	French	Basic
English	Intermediate		