

# Ali Idriss

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## Professional Summary :

Detail-oriented Inventory & Warehouse Coordinator with strong experience in stock management, inventory tracking, and operational coordination. Skilled in conducting stock audits, identifying discrepancies, and ensuring accurate inventory records across multiple locations. Proven ability to streamline workflows, manage stock distribution, and coordinate effectively between warehouses and showrooms. Highly organized with a focus on efficiency, accuracy, and maintaining optimal stock levels while supporting business operations through detailed reporting and analysis.

## Education

- Licence Technique(LT) in Information Technology |2025-2026
- Technical Superior (TS3) in Information Technology | 2023 – 2025 – Grade: 13.11/20
- Bachelor of Computer Science | 2019 – Present, Al Maaref University (Incomplete)
- Technical Baccalaureate (BT3) in Accounting and IT | 2017 – 2019

## Technical Projects:

**Windows Server 2019 Lab (Virtualization)**(Project screenshots and documentation available on my LinkedIn profile)

- Deployed and managed a full Windows Server environment from scratch using **VirtualBox**.
- Configured **Active Directory (AD DS)**, **OU hierarchy**, and advanced **GPO** security.
- Implemented **NTFS permissions** and **Delegation of Control** for departmental data security.

## Technical Skills

- Microsoft Dynamics 365 Business Central (Fundamentals)

- Document Preparation & Filing
- Programming & Databases: Java, C++, Object-Oriented Programming (OOP), Data Structures, MySQL
- Software & Tools: Microsoft Office Suite (Word, Excel, PowerPoint), Spreadsheets
- IT Support: System Maintenance, Hardware/Software Troubleshooting

## **Professional Experience**

### **Outdoor Sales |Mets energy**

- Sales and Business Development
- Client Relationship Management
- Administration and Reporting
- CRM Management
- Customer Service
- Administration and Reporting

### **Front Desk operations |BBS Delivery.**

- Call handling
- Ensure smooth daily operations

### **Warehouse Assistant | Saccal Sigma**

- Assisted in inventory handling and logistics support.
- Ensured accuracy and efficiency in daily warehouse operations
- Inventory maintenance
- Receive shipments .

### **Warehouse Assistant |Lebanese Regie (2years)**

- Preparing and processing customer orders for wholesale distribution
- Performing daily stock counts and supporting inventory control procedures
- Arranging products on shelves/pallets to maintain order, accessibility, and safety
- Assisting in loading and unloading delivery trucks

### **IT Department Intern | Régie Libanaise des Tabacs et Tombacs (RLTT), Beirut**

- Delivered front-line IT support to resolve hardware and software issues, reducing staff downtime.
- Assisted in maintaining office systems and networks for optimal performance.
- Supported the configuration and setup of equipment for new users.

### **Retail & Logistics Associate | Tobacco / Ezzedine Plus**

- Managed customer inquiries and sales transactions to ensure satisfaction.
- Maintained inventory accuracy through regular stock checks and coordinated order fulfillment.
- Oversaw operational security and daily logistics, including driver coordination.

### **Runner | Marjoha Restaurant, Beirut (1 Month)**

- Supported operational workflows in a fast-paced environment to ensure efficient service.

### **Certifications**

- Google Data Analytics Certificate (In Progress)

### **Additional Skills**

- End-User & Desktop Support
- Computer Skills: Pos systems, Networking, Operating Systems, Programming (java ), CRM Systems
- Languages: Arabic (Native), English (Professional Proficiency)
- Strengths: Customer Service, Team Collaboration, Problem-Solving, Attention to Details