

Marc Mattar



Warehouse Manager

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📍 Abidjan, Ivory Coast

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Dynamic Warehouse Manager with over 8 years of experience in overseeing warehouse operations and enhancing productivity. Proven expertise in cost-cutting while maintaining quality standards and implementing efficient stock control measures. Successfully managed supplier relationships and streamlined processes, leading to improved delivery schedules and reduced operational costs. Equipped with a BA in Marketing, ready to leverage extensive knowledge and skills to drive operational excellence and exceed the logistical needs of any warehouse team.

WORK EXPERIENCE

Warehouse Manager 12/2025 – Present

Sigma Cylinders, Ivory Coast, Abidjan

- Managed daily warehouse operations for LPG cylinder storage and distribution, ensuring compliance with safety regulations and hazardous material handling standards.
- Supervised receiving, storage, inspection, and dispatch of filled and empty LPG cylinders.
- Maintained accurate inventory records of cylinders, valves, regulators, and related accessories.
- Implemented FIFO (First-In, First-Out) system to ensure proper stock rotation.
- Conducted regular safety inspections to prevent gas leaks, fire hazards, and workplace accidents.
- Coordinated with transport and logistics teams for timely cylinder deliveries to distributors and customers.
- Trained warehouse staff on safe handling procedures for pressurized LPG cylinders.
- Reduced stock discrepancies by implementing improved inventory control systems.
- Prepared daily, weekly, and monthly stock and dispatch reports for management.
- Ensured proper segregation of filled, empty, damaged, and condemned cylinders.
- Managed a team of warehouse assistants, forklift operators, and loaders.

Warehouse Manager 03/2023 – 09/2024

Socoghaf, Ouagadougou, Burkina Faso

- Strategically managed warehouse operations in alignment with the company's policies and vision.
- Oversaw receiving, warehousing, distribution, and maintenance operations to enhance efficiency.
- Designed layout and ensured optimal space utilisation within the warehouse.
- Monitored delivery schedules to guarantee timely deliveries to customers.
- Collaborated with department managers to identify improvement opportunities in production.
- Negotiated with procurement managers, buyers, and vendors to source high-quality materials.
- Optimised costs across all levels while upholding quality standards and meeting sustainability targets.
- Instituted, coordinated, and enforced optimal operational policies and procedures.
- Ensured adherence to all warehousing, handling, and shipping legislation requirements.
- Maintained health, safety, hygiene, and security standards throughout the facility.
- Managed stock control processes, reconciling inventory with data management systems.

- Safeguarded warehouse operations through strict compliance with security protocols.
- Liaised with clients, suppliers, and transport companies to ensure seamless operations.
- Prepared the annual budget to align with financial objectives.
- Led staff management efforts, building teams, training employees, and monitoring performance metrics.
- Planned workflow, assigned tasks effectively, and appraised results to maximise productivity.
- Recruited, selected, oriented, coached, and motivated employees for enhanced team synergy.
- Produced regular reports and statistics (e.g., IN/OUT status report, dead stock report) to track operations.
- Received feedback and monitored service quality to sustain high standards.

Warehouse Supervisor 07/2021 – 03/2023 BL Harbert International, Awkar, Lebanon

- Supervised warehouse staff and streamlined daily operations.
- Evaluated and reported on warehouse productivity to identify areas for improvement.
- Tracked and coordinated the receipt, storage, and timely delivery of goods and materials.
- Ordered supplies and maintained optimal inventory levels to prevent shortages.
- Checked orders, bills, items received, and inventory for accuracy during processing.
- Maintained comprehensive records and prepared necessary documentation for audits.
- Ensured compliance with health and safety regulations through regular inspections.
- Conducted daily inspections of the warehouse to uphold service standards.
- Coordinated and maintained warehouses' fleets and equipment for efficient operation.
- Facilitated communication and coordination with other departments and customers to enhance service delivery.

Warehouse Foreman 01/2019 – 07/2021 BL Harbert International, Awkar, Lebanon

- Oversaw various warehouse service support programs, including safety, equipment repair, and salvage.
- Coordinated responses to work orders and requests for tailored services across district sites.
- Assisted in evaluating new products, equipment, and work methods to enhance efficiency.
- Trained and provided direction to assigned staff, fostering skill development.
- Ensured proper loading and unloading of trucks, adhering to lifting techniques and operational guidelines.
- Managed warehouse operations, including requisitions, purchase orders, invoices, and delivery slips.
- Utilised a forklift for inventory management, ensuring safe and efficient operations.
- Operated and maintained warehouse equipment, including forklifts and pallet jacks, following safety protocols.
- Determined storage space requirements and optimal stock quantities for effective inventory control.
- Ensured adherence to good housekeeping practices and robust security measures throughout the warehouse.
- Planned, scheduled, and assisted with warehouse deliveries for seamless operations.
- Collaborated with management to discuss inventory figures, production rates, and operational challenges.

Warehouse Supervisor	11/2016 – 01/2018
Catwalk Enterprise – Fadia El Mendelek, Zalka, Lebanon	
Owner	01/2014 – 12/2020
Surgel icecream shop, Ain El Rihani, Lebanon	

EDUCATION

BA - Marketing	10/2009 – 06/2013
Arab Open University, Beirut, Lebanon	
Baccalauréat Français - Sociologie, Économie	01/2001 – 12/2002
Lycée Officielle Ghazir, Ghazir, Lebanon	
school	01/1988 – 12/2000
Collège Saint Joseph Antoura, Antoura, Lebanon	

SKILLS

Health and Safety Executive (HSE)	Operations Management	Inventory Management
Warehouse Management	Warehouse Operations	Forklift Operation
Shipping & receiving	Third-Party Logistics (3PL)	Fleet Operations
Cycle Counting	Safety Compliance	Key Performance Indicators
Analytical Skills	VBA Excel	FIFO
Business Administration	MS Office (Word, Excel)	Team Development
Interpersonal Skills	Cooperation	First Aid Training
Team Management		

LANGUAGES

Arabic French English	
Fluent in spoken and written	Fluent in spoken and written
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