

MOHAMMAD MROUEH

Lebanon, Beirut, Choueifat City +96170982380 | mohammadmroueh3@gmail.com

Seeking a challenging position in a dynamic and fast-growing organization where I can contribute to achieving organizational goals while advancing my professional development. I aspire to grow within the organization, gaining valuable experience and striving for excellence to reach the highest levels of success.

Experience

FEBRUARY 2021 – PRESENT

Logistics Coordinator And Freight Department | United States Contracting And Trading | Hazmieh

- Analyzing and optimizing logistical procedures to enhance efficiency and effectiveness.
- Monitoring shipments, costs, timelines, and productivity to ensure seamless operations.
- Coordinating the shipment of electric tools, electronic products, computer accessories, furniture, home appliances, and generators.
- Liaising and negotiating with suppliers and retailers to maintain smooth supply chain processes.
- Addressing and resolving shipment and inventory issues promptly to minimize disruptions.
- Communicating and following up with shipping companies while reviewing, preparing, and routing purchase orders.

AUGUST 2013 – JANUARY 2021

Supervisor Technician , Officer Purchasing And Load Control | Lebanese Air Transport | Rafic Hariri Airport

- Overseeing daily maintenance checks and preparing detailed reports (including internet connectivity, telephone systems, cable management, and generator functionality).
- Actively communicating with merchants to ensure smooth operations.
- Maintaining a high level of focus and efficiency in task management and work control.
- Organizing and archiving files systematically.
- Performing data entry tasks with accuracy and attention to detail.
- Managing handling and load control operations, coordinating with cabin crew and aircraft captains for seamless communication.
- Serving as a responsible Ground Supervisor, ensuring operational efficiency and compliance with safety standards.

APRIL 2012 – JULY 2013

Assistant Manager | Boecker | Lebanese Air Transport | Beirut

- Conducting daily inspections of spray tools to ensure proper functionality.
- Performing routine checks of the warehouse to maintain organization and inventory accuracy.
- Monitoring company vehicles daily to ensure they are in optimal condition.
- Continuously communicating with suppliers to coordinate orders and maintain strong relationships.

Skills

Good Public Relations And Communications With People - Can Work Effectively Under Stress - Can Manage Team Work - Programming Skills (Word , Power Point , Excel) Critical - Customer Satisfaction - Recruitment Skills - Flexible - Paradox Program (Accounting System)

Education

2006 - 2011

Bachelor of Science in Electrical Engineering | Arab Open University | Beirut

languages

- Arabic - Native or Bilingual Proficiency
- English - Professional Working Proficiency