

ALI ABDEL SATER

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Professional Profile

Organized and results-driven Warehouse & Inventory Specialist with proven experience in inventory control, warehouse management systems (WMS), purchasing, and administrative operations. Adept at managing stock counts, heavy equipment and spare parts sourcing, record-keeping, and logistics coordination. Combines strict compliance and operational discipline with hands-on technical proficiency in inventory and accounting software to maintain 100% stock accuracy, streamline receiving/shipping workflows, and prevent loss or variance.

Work Experience

Generators Selling & Maintenance Venture — Beirut, Lebanon

Business Owner & Founder | 2024 – 2026

- **Warehouse & Inventory Control:** Oversee end-to-end stock operations for heavy power machinery and spare parts, tracking intake, dispatch, and physical bin locations using inventory management software.
- **Procurement & Sourcing:** Spearhead sourcing and negotiation processes for equipment and components, ensuring optimal stock levels and maintaining low holding costs.
- **Operational Logistics:** Direct maintenance schedules and dispatch workflows across Lebanon, ensuring fast turnaround on part requests and order fulfillment.

Cedars Engineering (Generators Selling & Maintenance) — Beirut, Lebanon

Accounting Coordinator (2023 – 2024)

- **System Data Entry:** Logged daily inventory movements, supplier purchase orders, client invoices, and sales transactions into corporate software with 100% accuracy.
- **Financial & Inventory Documentation:** Generated official invoices, processed purchase orders, updated inventory asset records, and reconciled accounts payable/receivable.

Sales Coordinator (2022 – 2023)

- **Stock & Order Coordination:** Processed customer purchase orders, managed return/refund inventory requests, and coordinated delivery schedules nationwide.
- **Account Management:** Assessed customer equipment needs across Lebanon and closed technical sales agreements.

Lebanese Army (الجيش اللبناني) — Lebanon

Warehouse Keeper (2017 – 2022)

- **Stock & Inventory Management:** Managed military warehouse operations, overseeing receiving, storing, organizing, and issuing equipment, supplies, and spare parts under strict security and regulatory protocols.
- **System & Log Tracking:** Recorded all incoming and outgoing inventory movements in official logs and computerized register systems, ensuring full traceability and zero discrepancies.
- **Auditing & Inspection:** Performed regular physical stock audits, cycle counts, and inspection of received shipments to verify quality, quantity, and compliance with specifications.
- **Safety & Storage Optimization:** Organized warehouse layouts for maximum space efficiency, safety, and rapid stock retrieval, maintaining clean and secure storage environments.

Verdun Suites Hotel — Beirut, Lebanon

Front Desk Receptionist & Administrative Support | 2016 – 2017

- **System Operations:** Operated property management software for check-in/check-out, guest billing, and data logging under strict administrative compliance.

Education

Lebanese University (LU) — Lebanon

Hospitality Management (Completed 2 Years) | 2015 – 2017

Secondary School — Lebanon

Lebanese Baccalaureate II: Socio-Economic / Grade 12 (Completed) | 2014 – 2015

Key Competencies & Technical Skills

Category	Skills & Proficiencies
Warehouse & Inventory	Stock Control & Cycle Counting Warehouse Management Systems (WMS) Receiving & Shipping Spare Parts & Equipment Sourcing Loss Prevention Space Optimization

Category	Skills & Proficiencies
Accounting & Systems	ERP / Accounting Systems Data Entry Purchase Orders (PO) & Invoicing Recordkeeping & Ledger Auditing Document Verification
Logistics & Admin	Vendor & Supplier Coordination Dispatch Scheduling Compliance & Security Protocols Operations Management
Languages	Arabic: Native English: Professional Proficiency French: Professional Proficiency