**RANDA BOU NAJEM**

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**Objective**

A supply chain officer and a bakery and catering store manager with 15+ years of experience specialized in providing the best quality in addition to eye-catching presentations. Aiming to practice my skills, knowledge, experience and passion to reach remarkable results.

**Strengths**

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| **TECH STRENGHTS**  ** MS Word, Excel, Power Point**  ** Gold Business System**  ** OMEGA Business System** | **LEADERSHIP STRENGTHS**  ** Able to organize & prioritize work & multi-task in a fast-paced environment**  ** Capable of learning new concepts easily & working independently.**  ** Patient, Responsible**   **Highly motivated & desire to work** |

**Professional Experience**

* .2015-june 2022: Store Manager: Pain D’OR

(Bakery and Catering): Store Manager:

1. Accomplishes department objectives
2. Supervising Business Operations
3. Problem solving skills
4. Training employees and guiding them
5. Service standards
6. Follow company policies and procedures
7. Maintaining excellent communication
8. Store inspection Checklist

* **2012-2015 :** **Assistant sections managers** **(Al Sultan Center) (Hypermarket)**

1. planning and implementing strategies to attract customers
2. evaluate employees performance and conduct training sessions
3. ensuring the sales team meets its desired goals
4. communicate with clients and evaluate their needs
5. work in shifts flexibly

* 2008-2012 : Supply Officer (Al Sultan Center)

1. keep track of the business in relation to incoming and outgoing supplies
2. Ordering merchandise based on demand (weekly, monthly, daily) (suppliers , warehouses)
3. generating reports and presenting information to upper-level managers,

* **2004- 2008: Scanning Coordinator Mega Geant then Al Sultan Center (Hypermarket)**

1. Promotions, Catalog (pricing, availability and ordering, follow up)
2. Invoices Matching , update data of pricing and ensure all prices are changed according to plan
3. responsible for preparing reports on inventory and stock management

* 2002-2004: Monoprix-BHV (Houseware, hypermarket)

Receiving department-

1. preparing and sorting documents for data entry
2. recording the invoices
3. scanning documents

* **2000-2002: Family business**: manager: cocktail and coffee shop

**References**

Available upon request.