

MUHAMAD GHOURANY

INVENTORY CONTROL MANAGER.

Highly qualified inventory control manager with more than 10 years of retail experience.



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☎ +96170150010

📍 Zgharta, Lebanon

📅 14 February, 1990

WORK EXPERIENCE

INVENTORY / OPERATIONS TEAM LEADER GAMAL IMPEX

01/2018 - Present

Lebanon

4 BRANCHES.

Achievements/Tasks

- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
- Manages **inventory** tracking system to record deliveries, transfers and stock levels.
- Create detailed re/ports for adjustments, inventory operations and stock levels.
- Responsible for maintaining inventory accuracy through regular auditing and inventory controls.
- Identifying and resolving any problems in the production process.
- Trains all staff for inventory purposes and responsible for the preparation and conducting of semi-annual inventories.
- Clearly communicates job expectations to data entry team, while monitoring, appraising and reviewing their work. Enforces company policies and procedures as necessary.

INVENTORY/ STORE MANAGER AL AMIN ROASTERIES LLC.

03/2014 - 01/2018

LEBANON

Achievements/Tasks

- overseeing pricing and stock control.
- Performing quality checks on stored inventory and discarding inventory that does not meet the company's standards.
- Ordering inventory from vendors and suppliers and securing shipment arrival times.
- Implementing loss prevention programs to prevent theft.

INVENTORY SPECIALIST TOTA SUPERMARKET.

01/2011 - 03/2014

Lebanon

RETAIL SUPERMARKET

Achievements/Tasks

- Comparing purchase orders with invoices and packaging lists.
- Inspecting deliveries to ensure they match order and invoice criteria.
- Maintain purchasing orders and suppliers relations.
- Organizing and storing received items in appropriate areas.
- Updating inventory with received items.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.

SKILLS

DATA ANALYSIS

REPORTING

FOOD SAFETY

CUSTOMER SERVICE

Computer skills

IT

F&B

ACCOUNTING

PURCHASING

WAREHOUSING

CATERING

STOCK TAKING

MANAGEMENT

FIFO

FOOD PRODUCTION

INVENTORY SYSTEM

inventory control management

Leadership

Quick Learner

Receiving

Sales

Team leader

DYNAMICS

Fast typing

MS OFFICE

EDUCATION

BACHELOR OF SCIENCE. LEBANESE FRENCH UNIVERSITY.

10/2010 - 10/2013

lebanon

LANGUAGES

arabic

Native or Bilingual Proficiency

english

Full Professional Proficiency

French

Professional Working Proficiency

INTERESTS

READING

FOOTBALL

HIKING

BIKING

swimming

Hunting

Basketball