




AYMAN KATTAN

 01.09.1982

 +964-750-3024386

 a.f.kattan82@gmail.com

EDUCATION

10.2010 - 06.2015

Damascus University, Syria
English Translation

EXPERIENCE

- 04.2006 - 04.2009

Tameem Department Stores (True Value) – Marina mall – Abu Dhabi – UAE
Showroom Assistant Manager
Achieving sales goals and preparing marketing plans.
Monitoring stock movement and balance.
- 08.2009 - 10.2013

M. Salim Al Assaf Establishment – Damascus – Syria
Commercial Correspondent
Monitoring websites for RFP opportunities of potential interest to foreign bidders.
Studying requests for proposal (RFPs). Researching the web for potential bidders.
Helping bidders throughout developing their proposals by providing information regarding project nature, objectives, methods, timetable, staffing, budget, standards of performance.
- 10.2013 - 04.2017

Madar Detergent Company – Damascus – Syria
Warehouses Manager
Monitoring inventory balance (in & out transactions).
Inter-Matching the (In Memos) with Purchase Orders and Shipments.
Tracking shipments estimated dates of departure and arrival on the ERP System and ensuring the warehouses readiness for all expected shipments.
Preparing shortage and excess reports.
- 10.2017 - present

Barada Import & Export Co. (Madar Detergent Co. - Iraq Branch)
Warehouses Manager / Treasurer
Monitoring inventory balance (in & out transactions).
Tracking shipments estimated dates of departure and arrival.
Manage the company's liquid cash and arrange payments and bank deposits.

PERSONALITY

- ✓ Communicative

✓ Punctuality
- ✓ Creativity

✓ Organized
- ✓ Cooperative

LANGUAGES

Arabic

English

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Good Report writing skills
- ✓ Good IT Skills

SOFTWARE SKILLS

Word

Microsoft Excel

Microsoft Powerpoint

Microsoft Outlook