

ACHRAF R. KURBAJ
OPERATION MANAGER

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OBJECTIVE

Seeking an opportunity to share and further develop my professional skills and qualifications within my field of specialization.

SKILLS

- ✓ Problem-solving analytical tools and techniques.
- ✓ Strong communication skills.
- ✓ Critical thinking & Attention to details.
- ✓ Cost Reduction & Containment.
- ✓ Persuasion and collaboration.
- ✓ Team Building.
- ✓ Understanding professional ethics & the audit process.
- ✓ Knowledgeable in computer operations and applications including MS Office.
- ✓ Financial Oversight.
- ✓ QuickBooks Software.

SUMMARY

- Ensure quality control over financial transactions and financial reporting to comply with IFRS and Tax Authorities.
- Profound knowledge of catering sales and catering procedures
- Ability to develop and implement marketing strategies to increase business
- Solid understanding of profit and loss statements
- Proficient in the use of accounting software and MS Office applications
- Ability to manage inventories and handle billing issues.
- Excellent internal and external communications skills
- Ability to work under pressure individually and within a team, establishing and maintaining good working ethics and relations with people of different specialties, nationalities and cultural backgrounds.
- Highly competent operations manager with 10 years of experience responsible for managing the daily business operations, including overseeing all aspects of production, planning, purchasing, inventory, shipping, receiving and process development and improvement.

EDUCATION AND CERTIFICATIONS

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| - | DAMASCUS UNIVERSITY – INTERMEDIATE INSTITUTE FOR IT | JAN, 2000 |
| - | MS OFFICE (WORD, EXCEL, ACCESS & POWER POINT) COMPUTER TEACHING CENTER | APR, 2000 |
| - | ACCOUNTING COURSE (QUICKBOOKS SOFTWARE) COMPUTER TEACHING CENTER | JAN, 2004 |

WORK EXPERIENCE

OPERATION MANAGER

NOV 2011 – DEC 2017

ROOM SERVICE DELIVERY LLC, DUBAI-UAE

- Coordinate all logistics related to international shipping of food commodities, arrange domestic and foreign shipment, prepare necessary documentation for customs, maintain budget on trade contracts, pay invoices to vendors, monitor incoming payments and credit limits of customers Provide excellent customer service both internally to my team as well as externally to customers, brokers, and suppliers.
- Maximize margins on trades by utilizing the most cost efficient shipping method while insuring delivery within contractual shipment periods.
- Problem solving creatively and confidently to most effectively manage risk.
- Prioritizing numerous tasks and deadlines while maintaining high attention to detail in a high stress work environment.
- Interview candidates and hire new personal as necessary, train new employee on all job function, and develop and improve department procedure.

WORK EXPERIENCE CONT'D

HEAD ACCOUNTANT

MAY 2006 – OCT 2011

ROOM SERVICE DELIVERY LLC, DUBAI-UAE

- Ensured compliance with Company Policies and Procedures and that those transactions reflected in the accounting records were in accordance with the International Accounting Standards.
- Prepared day to day financials, including payroll accuracy and monthly financials for the Board and Division Directors.
- Authorized bulk payments, bank reconciliation and depreciation calculations.
- Prepared Monthly Financial Reports (Profit and loss, Balance sheet & Cash Flow, etc.) and advised the Director on financial matters.
- Worked closely with VP's and managers to assure budget adherence while assessing all resources available for company goals.
- Prepared final invoice for all billable.
- Included expenses, Accounts Receivable/ Payable, and monthly invoices, in accordance with standard procedures.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Provided year-end support of auditor requirements and completed external audit by analyzing and scheduling general ledger accounts, providing information for auditors.

GENERAL ACCOUNTANT

SEP 2002 – APRIL 2006

DEIRA GENERAL MARKETING LLC, DUBAI – UAE

- Working with the cash receipts team member to reconcile variances that occur in the application of cash.
- Handled accounts payable and accounts receivable.
- Prepared sales invoices, refund and agency commission checks.
- Analyzed receivable and payable accounts.
- Work With MOL and apply for Work Permeants for the new Staff OR Renew.
- Apply for all kind for Visa for the company (Visit Visa , Tourist Visa Or Resident Visa)
- Apply for New License Or renew the old license and complete all the documents on time.

PRODUCTION SUPERVISOR

MARCH 2000 – AUG 2002

BIN SHABIB NAILS & SCREWS MANUFACTURING, DUBAI - UAE

- Responsible for a production line and meeting department goals and standards on quality, yield, productivity, cost, and safety.
- Responsible for the development and training of employees, working within the guidelines of the union contract and company policies as well as new hire evaluations.
- Responsible for monitoring standards and indexes needed to control the area of responsibility.
- Responsible for quick and timely feedback to supervisor on all exceptions in regards to productivity, downtime, quality, yield, cost, and safety.
- Responsible for making sure all preventive maintenance is done on all equipment in the area of control and interfacing with immediate supervisor on all suggested changes that would make the job better, more profitable and safer.
- Responsible for giving safety orientation and holding safety/ general meetings as required.
- Responsible for the testing and developing techniques and processed on equipment as directed by the manager.

PERSONAL INFORMATION

- Date Of Birth: September 9th ,1977
- Language: English & Arabic
- Availability: Immediate
- Marital Status: Married
- UAE & SYRIA driving license