

Aous Omran

Erbil – Bakhtiari.

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Personal Details:

Date of Birth: 23 August 1988 – Tartous/Syria

Nationality: Syrian

Languages: Fluent in Arabic and well in English

Health: Excellent

Interests: Sports, Reading, Music & Art

CAREER GOAL:

To be a part of the growth of a company where I can apply my abilities and experience. Perform a quality work communicate ideas, self-development, and equal opportunity to the job to go for the Excellencies

Education:

Tishreen University / Faculty of Economics / Business Administration,
Lattakia- Syria - 2016

Experience:

- **General Company for Water Projects - Tartous, Syria**

HR Officer

November -2013 – Up to November 2014

Storekeeper

November -2014 – Up to December 2015

- **Chekka Sugar Refinery S.A.L – Lebanon, Chekka**

Storekeeper

April-2016 – Up to November 2017

Warehouse Supervisor

November -2017 – Up to February 2019

Chemical Store & laboratory Store

Raw Materials Store & Spare Parts Store

- Stores ensuring that each job is adequately covered to satisfy customer requirements and to liaise with user department to optimize inventory levels and capital investment without compromising production.
- Monitoring usage trends of stock and adjusting stock levels accordingly, taking into account lead times, value and strategic importance.
- Analyzing daily system generated stock movement reports and creating reorder prompts for purchasing to action.
- Ensures that all transactions related to the stores operation are processed promptly to ensure accurate cost reporting and inventory control.
- Support subordinates in resolving technical issues between suppliers and end users.
- Organized the location of materials and adjusting the storage space.
- Management of all Stores in Chekka Sugar Refinery

IT Skills:

International Computer Driving License (ICDL)

Information technology, Word, Excel, Access, Power Point, Internet and E-mail.

Professional Development:

- GMP
- Communication Skills Course
- Food Quality Control
- Team Work Course
- Time Management Course

REFERENCES ARE AVAILABLE ON REQUEST