AHMAD KADDOURA
Administrative Officer

Phone: +961-71 208 210 | **Email:** banakaddoura@gmail.com | **Address**: Beirut, Lebanon | LinkedIn

An organized administrative professional with a diverse background in warehouse management, accounting and sales. Skilled in inventory management, financial record keeping and customer service, with a strong ability to handle multi-functional roles effectively. Known for ensuring accurate inventory control, smooth transaction processing and maintaining clear financial records. Possesses excellent communication skills and a proactive approach to managing administrative tasks, helping to streamline operations and enhance customer satisfaction.

EDUCATION

American University of Culture and Education (AUCE), Faculty of Business: Lebanon

- Bachelor's degree in Business Management**:** 2015

WORK EXPERIENCE

Store Keeper | Nabih Al Assaad (Trading & Transporting), Beirut (January 2023 – Present)

- Managed stock levels, tracking incoming and outgoing goods to ensure accurate inventory and prevent losses.
- Oversaw the receipt of goods, verifying shipment contents.
- Organized and maintained the warehouse, implementing storage solutions to maximize space.
- Updated inventory records, logging product details and movement data in the inventory management system.

Accountant | Nabih Al Assaad (Trading & Transporting), Beirut (January 2023 – Present)

- Maintained detailed financial records, including transactions related to trading and transportation services.
- Managed invoicing, tracked payments, and followed up on outstanding balances to maintain positive cash flow.
- Prepared financial statements, balance sheets, and profit & loss statements.
- Prepared tax obligations, prepared documentation, and ensured timely.

Business Manager (Construction) | Freelancer (Owner), Beirut (February 2010 – Present)

- Oversaw construction projects, coordinating with project managers to ensure timelines.
- Managed budgeting processes, monitored expenses, and analyzed financial reports to support profitability.
- Negotiated contracts with vendors, suppliers, and subcontractors to secure favorable terms.
- Assessed project risks, implementing mitigation strategies to ensure smooth project progression.

Store Keeper | Golden YEHYA (shisha), Beirut (May 2023 – September 2024)

- Maintained accurate records of stock levels, ensuring optimal inventory levels.
- Verified and inspected incoming shipments of hookahs, charcoal, and accessories for quality and accuracy.
- Prepared and organized orders for dispatch, ensuring timely.
- Implemented an efficient stock organization system, categorizing items for easy retrieval.

Accountant & Purchasing Officer | Fattouh (restaurant), Beirut (June 2022 – April 2023)

- Maintained accurate financial records, tracking daily transactions, including sales, expenses, and payroll.
- Managed invoices, processed payments to vendors.
- Sourced and negotiated with suppliers to secure quality ingredients and supplies at competitive prices.
- Oversaw the procurement process, creating purchase orders, verifying deliveries.

Salesman | Paindo'r, Beirut (March 2016 – January 2020)

- Provided excellent customer service by assisting customers with product selections, answering inquiries.
- Familiarized customers with bakery products, including bread, pastries, and specialty items.
- Processed sales transactions accurately, handling cash, credit, and other payment methods.
- Prepared and packed customer orders, ensuring accuracy and presentation standards were met.

CERTIFICATION

- **LEDCO (construction) |** Internship in a Company as an Administrative Officer **(2016)**
- **UNRWA |** Internship as a Project Manager Assistant **(2023)**
- **AUL |** Internship as a Coordinator on Exams and Students **(Seasonal Work)**

ADDITIONAL INFORMATION

Skills:

- Sales Process Optimization - Collaboration - Leadership
- Accounting Programs (Bee - Olive pro – OMEGA – Libra – DSC)
- Microsoft Office (Word, Excel, PowerPoint, Outlook)

Languages:

- English: Fluent French: Good Arabic: Native