

Saadeddine Moustafa Hammoud



Personal Info

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Education

- BA in Industrial Engineering – Beirut Arab University (2015 - 2019)
- Lebanese Baccalaureate in SE at Al Zaatari High School (2014 - 2015)

Work experience

Assistant in Electricity, Air Conditioning and Solar System Installation, Freelance (2017 – Present)

Responsibilities:

- Install and repairs electrical wiring, systems and fixtures in buildings.
- Install conduits and pipes to house electrical wires and cables.
- Ensure piping complies with electrical codes.
- Install circuit breakers and other electrical hardware and connect wiring to them.
- Connect electrical systems to power lines to provide electricity to the building.
- Test electrical systems to ensure proper installation and operation.
- Inspect electrical systems to determine whether repairs are needed.
- Replace conduit and wiring as needed.
- Installing, maintenance, repairs and service to heating, ventilation, air conditioning and refrigeration systems.

Plant Executive Coordinator at AmacoSal Saida (2020 – 2021)

Responsibilities:

- Responsible of the production line
- Serve as point of contact for customers on any logistic related issues
- Collaborate with customer service, quality, planning and purchasing to resolve issues or queries they may have
- Responsible for stocking shelves, organizing cartons and performing inventory counts'
- Follow sales order to prepare goods stated for shipment
- Responsible for all routine vehicle maintenance of the delivery truck, van and motorcycle
- Provide support to the sales department in servicing clients as required
- Order, track and report inventory and deliveries
- Manage warehouse inventory

- Respond to shipping complaints, lost items and damages
- Coordinate all shipments for all locations
- Follow schedules of product distribution
- Report client requests
- Track shipments details, locations, ETAs
- Update system with rates, surcharges and service standards
- Work with managers and team members to implement new strategies and initiatives
- Collaborate with other departments to integrate logistics with company processes
- Inform management of ongoing performance issues
- Meet cost, productivity, accuracy and timeliness targets

Manager/Accountant at FeyeZ Supermarket (2017-2019)

Responsibilities:

- Collaborate with customer service, quality, planning and purchasing to resolve issues or queries they may have
- Responsible for stocking shelves, organizing cartons and performing inventory counts
- Follow sales order to prepare goods stated for shipment
- Responsible for all routine vehicle maintenance of the delivery truck, van and motorcycle
- Provide support to the sales department in servicing clients as required
- Order, track and report inventory and deliveries
- Manage warehouse inventory
- Respond to shipping complaints, lost items and damages
- Coordinate all shipments for all locations
- Follow schedules of product distribution
- Report client requests
- Track shipments details and locations

Training

At Charles Helou Power Plant
(2019 – 2020)

- Time Maintenance
- Workers schedule
- Production line
- Capacity of the electricity production

Certificates

□ Accountant Junior at Accounting Practical Academy
(2022)

Languages

- Arabic: Native Language
- English: First Language

Software

- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- CAD
- IC3

Skills

- Time management
- Excellent oral and written communication skills
- Excellent customer service, interpersonal skills including office etiquette and phone manners
- A keen ability to multitask on a variety of challenges and responsibilities
- Moderate typing speed but with great accuracy
- Fast learner, self-starter and willing to learn new things