



ABDALLAH BELAL HOURANI. AGE:31

Amman Jordan

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Objective

To be part of the company where I can share and impart my acquired knowledge and experiences saerch for a dinamic position that will further advance my knowledge and improve my skills. To establish a career in company that offers a challenging environment and opportunities for continious professional growth. To work in an environment which encourages me to succeed an grow professionally where I can utilize my skills and knowledge appropriately

Experience

- **Carrefour hypermarket LLC Majid AL Futtaim Group UAE - DUBAI.** 30-11-2015 - -22-02-2022
Checker _store supervisor
 - ✓ Receiving in-charge:
 - Inspecting deliveries to ensure they match order and invoice criteria.
 - Communicating with suppliers regarding delays or problems.
 - ✓ Hygiene & Quality control (in charge):
 - ensuring all aspects of the hygiene service are carried out and maintained to the required standard
 - managing the ordering and stock control of hygiene consumables and chemicals
 - conducting compliance audits / inspections of internal hygiene standards and documentation
 - ✓ Creating Reports for management
 - ✓ supervises the operation in the organization to ensure that all processes involved are competent to meet up with the desired output.
 - ✓ Data Entry in system,
 - ✓ Organize the pool of the orders done by the commercial departments.
 - ✓ Responsible in organizing the ordering flow
 - ' ✓ Responsible for filing the necessary documents according to standard management filing structure
- **Jordan Drug Store Company Specialization** 2011 - 2014
 - ✓ Store Assistant
 - ✓ Responsible to ensure medications are stored in the correct manner.
 - ✓ medications and inventories committee receipt for global companies: Fine, Nestle and Sadeem Food international etc..
 - ✓ taking inventory of all medication and pharmaceutical supplies.
 - ✓ Ensuring that work areas are organized and clean.
 - ✓ Answering all incoming telephone calls in a professional manner.

General skills

 - ✓ Microsoft office & QuickBooks
 - ✓ Verbal & writing communication
 - ✓ Punctuality and organization skills
 - ✓ Able to handle big volume of documents
 - ✓ Ability to multi task
 - ✓ Flexible in working hours i.e. early morning, late evening).
 - ✓ Good communication skills
 - ✓ Stock management
 - ✓ Efficiency & Professionalism

Education

- ➤ High school (Secondary)

Skills

- Professional in administrative work .
- Public Speaking, good negotiator
- Have enough experience in the domain of management and reporting.
- Decision Maker Responsible
- Tactful in dealing with people. Good marketer .. . Dynamic
- man field With a strong personality.
- Sincere in my work.
- Prefer teamwork.
- Google Analytics, Microsoft

Languages

- Arabic (Mother tongue)
- English (Spoken and written) .(very good)

Hobbies

- Hobbies
 - Travelling
 - Mindfulness
 - Meeting new people

Training And Certificates

- Quality cycle (ISO9001)
- Call center
- Basic food hygiene training level I (passed)
- Basic food hygiene training level II (Merit)
- FIRST AID
- Member in emergency fire team