

Karam Darazi

- Dubai – Al warqaa 1 – Bldg Sajaya 5
- (+971) 557458891
- Emirates ID valid till 30/04/2025
- Karamdarazi80@gmail.com
- www.linkedin.com/in/karam-darazi-

Highly motivated and results-oriented professional with a diverse background in branch management, warehouse operations, site management, and maintenance supervision. Equipped with a Bachelor's degree in Management Information Systems from the American University of Science and Technology. Proven ability to excel in dynamic environments and deliver exceptional results. Seeking a challenging opportunity to leverage my skills and experiences for the growth and success of a reputable organization.

PROFESSIONAL EXPERIENCE

Bidawi Co. For Wood work – Lebanon, Saida

Branch Store Manager,

January 2021 – July 2023

- Manage employees and lead day-to-day responsibilities.
- Work to grow business and customer acquisition.
- Ensure that inventory is received, handled, stored and delivered as to minimize damage or any other loss.
- Work closely with Upper management, Coordinator to ensure all orders are placed, scheduling & delivered.
- Customer Billing.
- Planning inventory for the branch.
- Oversees working process in wood factory, track orders and update status.
- Supply and install and hand over various wood work projects.
- Operate and maintain CNC and edge banding machine.
- Maintain electrical and CCTV system, Computer software, hardware and networking.

IBC s.a.l for waste treatment – Lebanon, saida

Warehouse Manager,

Aug 2018– Dec 2021

- Lead and supervise a team of 5 employees.
- Plan and organize daily warehouse activities, including receiving, storage.
- Monitor inventory levels and implement effective inventory management reduced stock discrepancies by 80% and improved overall accuracy.
- Maintain a clean and organized warehouse environment.
- Collaborate with other departments to coordinate efficient order processing and ensure timely delivery of products.
- Utilize warehouse management software to track inventory, manage orders, and generate reports.
- Resolve any issues or discrepancies related to orders, or inventory.
- Continuously evaluate and improve warehouse operations to meet or exceed performance targets.
- Prepare PR and PO and follow up with purchasing department.
- Create and implement MR database to facilitate the process of purchasing.

Weighbridge operator,

Aug 2017–Aug 2018

- Monitoring and logging drivers' details as they come in and out of the site.
- Weighing Lorries when they arrive and leave.
- Completing inspection sheets and update records on computer systems.
- Dealing with other administrative tasks.
- Creating and implementing DB system for weighbridge.

Al Ohadieh co for contracting – Saudi Arabia, Riyadh

Site Manager,

June 2007 – June 2017

- Approved design, drawings, and details before work commencement, ensuring alignment with project requirements and reducing rework by 15%.
- Directed and managed project development from initiation to completion, maintaining adherence to schedules and budgets.
- Direct multiple projects simultaneously, ensuring proper allocation of manpower, materials, and tools to meet daily progress targets.
- Fostered a collaborative atmosphere among subcontractors, improving communication and reducing project delays by 20%.
- Prepared and coordinated work schedules with the Operations Manager and subcontractors, achieving 95% on-time project completion rate.
- Managed procurement and logistics, optimizing material flow and reducing procurement costs by 10%.
- Informed estimation teams of additional work, progress, and delays, facilitating accurate project forecasting and budgeting.
- Resolved project conflicts and dependencies, maintaining smooth operations and meeting critical path milestones.
- Conducted comprehensive project completion reports, ensuring all project documents were updated and archived properly.

Solidere Co – Lebanon, Beirut

Assistant Facility Maintenance Supervisor,

June 2001 – May 2007

- Coordinated and supervised the daily maintenance activities, ensuring the efficient operation of equipment and facilities.
- Supervise a team of maintenance technicians, providing guidance, training, and performance feedback.
- Implemented preventive maintenance programs to minimize downtime and extend the lifespan of equipment.
- Conducted regular inspections of machinery, systems, and facilities to identify and address potential issues.
- Collaborated with the Maintenance Supervisor to develop and implement maintenance schedules and priorities.
- Responded to maintenance requests and emergencies, troubleshooting and resolving issues in a timely manner.
- Ensured compliance with safety regulations and standards in all maintenance activities.
- Maintained accurate records of maintenance activities, including work orders, equipment history, and inventory

EDUCATION

- **American University of Science & Technology – Lebanon, Beirut**
Bachelor of Science with Management Information System
- **Amlieh Technical institute – Lebanon, Beirut**
BT- General Mechanics

Skills

- Time Management.
- Inventory Management.
- Customer Service.
- ERP Software, Oracle system (Inventory and purchasing)
- Good knowledge in MEP, Finishing with technical Background.
- Strong leadership, organizational, and communication skills.
- Networking and Computer software.
- Building Maintenance
- Strong problem-solving and decision-making abilities