AJD MEKDAD

Logistics and Supply chain | Procurement | Accountant |

- Date of Birth: 25 Apr 1997
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WORK EXPERIENCE

Accounting Officer

CMYK Digital Print Solutions - Global

- Recording daily entries in the journal.
- Closing expenses.
- Treasury inventory.
- Warehouse inventory.

External Procurement and Logistics Specialist

CMYK Digital Print Solutions - Global

- Determine organizational needs for materials and services. •
- Negotiate terms and prices with suppliers. •
- Coordinate and track shipments. •
- Build and maintain supplier relationships. •
- Ensure responsible material handling (receipt, storage, shipping).
- Plan and optimize logistics operations.
- Monitor and manage warehouse inventory. •
- Ensure compliance with regulations. •
- Use Microsoft Office tools for data analysis and creating reports. •

Technology and Engineering Supply and Delivery

Syriatel Mobile Telecom - Damascus, Syria

- Organizing the delivery process between the purchasing department, Warehouse, Requester and the supplier.
- Obtaining the required documents for the purchase process.
- Coordinating with finance team to proceed with supplier's payments.
- Coordinating with legal team to check contracts, payment terms and special conditions with • suppliers.
- Use Microsoft Office tools for data analysis and creating reports.
- Use ERP Oracle for logistics operations and other job requirements. •

Warehouse Back Office Coordinator Syriatel Mobile Telecom - Damascus, Syria

- Monitoring the inputs and outputs of the warehouse keepers
 - Warehouse inventory •
 - Suggest solutions to warehouse problems •
 - Preparing management reports
 - Use ERP Oracle for logistics operations and other job requirements.

Cashier

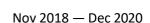
Magilla - Damascus, Syria

- Greet and welcome customers.
- Recording sales using the point-of-sale system. •
- Receiving cash payments. •
- Issuing receipts and returning change.
- Handling customer inquiries and complaints. •
- Neatly packaging purchases. •
- Ensuring cash balance at the end of the day.
- Maintaining cleanliness and organization of the cashier. •

Sep 2023 — Apr 2024

Aug 2022 — Dec 2023





Jun 2015 — Sep 2018

Jan 2021 — Aug 2022

EDUCATION

Bachelors of Economic, Accounting specializing, Damascus University

Licenses and Certificates

- Certified Of Attendance Management Accountant Part 1 CMA, from ALTANMYA GROUP, Syria
- Attendance Supply Chain Logistics, from Coursera
- Business Excel, From Insight for Training and Consulting, Syria
- Intermediate Excel, From Syriatel, Syria
- Supply Chain Management, From Syriatel, Syria
- Negotiation Skills, From Syriatel, Syria
- Communication Skills, From Syriatel, Syria

DIGITAL SKILLS

- Office Programs
- AI Ameen Accounting software
- ERP Oracle