

# MAJD MEKDDAD

Logistics and Supply chain | Procurement | Accountant |

 **Date of Birth: 25 Apr 1997**

 **Dubai, United Arab Emirates**

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## WORK EXPERIENCE

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### Accounting Officer

Sep 2023 — Apr 2024

CMYK Digital Print Solutions - Global

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

### External Procurement and Logistics Specialist

Aug 2022 — Dec 2023

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

Jan 2021— Aug 2022

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

Nov 2018 — Dec 2020

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

Jun 2015 — Sep 2018

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.

## **EDUCATION**

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Bachelors of Economic, Accounting specializing, Damascus University

## **Licenses and Certificates**

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- 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**

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- Office Programs
- Al Ameen Accounting software
- ERP Oracle