

Maurice Salloum

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Profile

- A determined, Flexible person and results-driven problem solver who's always up for a new challenge in an environment of growth and excellence

Education

BACHELOR | 2011-2016 | DAMASCUS UNIVERSITY

- Major: informatics engineering

Skills

- Communication and Relationship building
- Leadership and Teamwork
- Negotiation
- Professional and confident
- Strong attention to detail
- Revenue growth
- Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook
- Google Workspace: Google Docs, Sheets, Slides, and Gmail
- Programming languages: HTML, CSS, Javascripte, React, Nextjs, MYSQL

languages

- Arabic – C2 (mother tongue)
- English – B1

Experience

WAREHOUSE ASSISTANT| KERING COMPANY | 06/ 2016 – 08/ 2017

- Efficiently process shipments and maintain organized stock areas.
- Use warehouse management software to update inventory records.
- Prepare and complete warehouse orders for delivery or pickup.

STOCK KEEPER| TARWADA COMPANY | 01/ 2018 – 05/ 2020

- Monitored and evaluated various business operations.
- Inspected incoming shipments, completed general office tasks, and processed purchase orders.
- Organized and managed correspondence, produced weekly reports.
- Maintained a clean and safe work environment

PROCUREMENT CLERK | SIGMA INC | 01/ 2021 – 04/ 2024

- Assisted procurement manager with buying duties and checking bills for accuracy against purchase orders.
- Readied purchasing files, price lists and reports.
- Looked over the accuracy of shipments upon arrival.
- Evaluated supplier bids for the best match.
- Kept abreast of inventory and made adjustments, improving productivity by 20%.
- Reviewed orders for accuracy and communicated with suppliers for changes in shipment.
- Tracked statuses of orders and answered supplier questions.