



Haytham Tabaa

Administrative

ABOUT ME

Experienced in the field finance and Purchasing Department Logistics support and data analysis studies. skilled in managing negotiation, team Management and direction. work as a team. work under pressure. strong professional management with presence focus on a bachelor's degree. bachelor's degree in business administration from the higher Institute of business administration. I am looking for a job in the logistics field Chain (Procurement - Logistics) in an established organization looking for good Thinking staff

work Experience

Branch manager

Light Exchange

2021- present

Tracking remittances movements and supervising their distribution
Supervising, directing and assigning tasks to the logistics team
Keep track of all matters related to incoming and outgoing shipment
such as delivery times, freight movements and transportation
Preparing the necessary reports and submitting them to senior management

business owner of video games shop

2017 - 2020

keyborad & joysticke

Assistant Manager

2016 - 2017

NDS-Group / Mango

- Managing a team of 30 employees.
 - Increase the percentage of sales by 10%
 - the head of the inventory committee.
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Writer

2015 - 2016

Ministry of Justic ,Damascus

- Writing Administrative Decisions
Using Microsoft Word and Excel.
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store keeper

Zanobia Marche supermarket

2013 - 2015

- Acts as a stock controller & Procurement Officer
- Assist with regular inventory audits with the Procurement team and Finance Department.
- Coordination of purchase requests on a monthly, semiannual or annual basis

Presonal Information

Maretal status single

Place of birth Damascus,syria

Date of birth Aug,1994

Military status Exempted
(the only son)

Contact

Adress
Aljalaa street
Mazzeh,Damascus

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Email
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Languages

Arabic - Mother tongue

English - A1

Linkedin



Skills

- Data Analysis.
- Industry Knowledge.
- Ability to embrace new technology.
- Conflict management.
- Teamwork.
- Customer service.
- Interpersonal skills.
- Organisational skills.

- Company and customer expertise.
- Strategic perspective.
- Leadership.
- Skilled negotiation.
- Value-based selling.
- Leadership.
- Problem solving.
- Communication.
- Analysis.
- Interpersonal skills.
- Mathematical proficiency.
- Attention to detail.
- Organization.

Education

Bachelor's Degree in Financial and Banking Management 2022

Higher Institute of Business Administration, Damascus

Preparatory Certificate in Management Sciences 2021

Higher Institute of Business Administration, Damascus

Technical Diploma : Banking And Financial Sciences 2017

Commercial Banking Institute, Damascus

Training

Salesman Trainer 2017

LG Pakistan St. Showroom

- How to Deal with Customers.
- The Description of Goods, Such as Sizes, Colors.....etc.