



Roger Achi

Warehouse Coordinator

Seasoned warehouse coordinator with a demonstrated history of enhancing logistical efficiency, inventory control, and team collaboration. Proficient in optimizing processes to ensure seamless product flow. Skilled problem solver with excellent communication abilities.



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Beirut, Lebanon

SKILLS

POS Knowledge

Microsoft Office

Order Management

Relationship building and management

Team leadership and coaching

Store management

Multi-tasker

Bilingual

Problem-Solver

LANGUAGES

Arabic
Native or Bilingual Proficiency

English
Native or Bilingual Proficiency

French
Professional Working Proficiency

EDUCATION

Ecole de Tourism

Baccalaureate
Technique (BT2)

WORK EXPERIENCE

Logistics And Warehouse Coordinator Librairie Antoine Head Office

08/2022 - 08/2023

Beirut, Lebanon

Achievements/Tasks

- Reviewing purchase orders and shipping invoices to ensure that they match with deliveries made.
- Manages warehouse inventory and maintains database.
- Directs forklift drivers to store goods in identified areas.
- Manually handles, repacks, or restacks pallets of finished products as needed.
- Prepare the orders for the customers and pack them in a good way for shipping.

Store Manager Sports 4ever

08/2017 - 07/2021

Lebanon

Achievements/Tasks

- Reviewed and monitored schedules, purchases, and other expenses to maintain a quarterly budget.
- Coached sales associates in product specifications, sales incentives, and selling techniques, significantly increasing customer satisfaction ratings.
- Rotated merchandise and displays to feature new products and promotions.
- Set, enforced, and optimized internal policies to maintain responsiveness to demands.
- Handled the Cashier and reconcile the end of balance with receipts.

Sales Assistant and Cashier ALDO

08/2016 - 01/2017

Lebanon

Achievements/Tasks

- Supported loss prevention goals by monitoring shopper behavior.
- Assisted customers with prompt and polite support in-person and via telephone.
- Boosted team profits with great time and resource management focused on meeting and exceeding sales targets.
- Refunded payments for returned items, processed exchanges, and offered store credit to achieve customer satisfaction.
- Helped customers locate products and checked store system for merchandise at other sites.

Waiter Zaatar w Zeit

03/2015 - 05/2016

Lebanon

Achievements/Tasks

- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Deliver checks and collect bill payments.
- Communicate order details to the Kitchen Staff.