



TAWFIK GEURGEUS

CONTACT

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Objective

A Management position which will provide challenges and utilize my extensive technical and organizational abilities.

Profile

- Eighteen years' project management and Supply Chain Management.
- Eighteen years' warehouse management experience.
- Experience with account Payable and Receivable
- Solid problem-solving and analytical skills, able to deal well at both the abstract and concrete level – with sound problem-solving abilities
- Dedicated team player and committed to ongoing self-improvement

Work Experience

PHOENICIA GROUP INC. 2001 – PRESENT
Operation Manager, Buyer and Supply Chain Management

Accomplishments:

- Provide leadership and direction to the Operation Team to ensure departmental and company goals and objectives are met.
- Work closely with the Management team and the Sales team in the implementation, communication, and documentation of new procedures, processes, and policies.
- Developed, Manage & implemented the computer network and the communication of the company by making sure always they are up to date.
- Experience with account Payable and Receivable
- SAP Business One Administration
- Manage the Operation process, including day-to-day shipping and receiving, buying, selling, inventory control and Supply Chain Management.
- Create and maintain shipping, receiving and inventory control procedures and documentation.
- Provide training and coaching to the Operation staff to ensure achievement of departmental objectives
- Provide recommendations for improving the level of service provided by the Warehouse staff.
- Manage the recruitment and staffing of the Operation.
- Maintain over 3000 items, Designed and developed reports to buy, track and inventory information.

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TG DESIGN INC.

2001 – PRESENT

Part Time E-Commerce Consultant, Web & Applications Developer

Accomplishments:

- Developed & implemented a computer network for an established retail business
- Designed and developed an application to track and record customer and inventory information
- Designed web applications and sites for various retail and non-profit organizations

WAKIM ENTERPRISES INC,

1999 – 2001

Managing Director

Accomplishments:

- Reduced operating costs over a 1-year period by 10%
- Developed a PC based inventory & revenue tracking application

Education

Bachelor of Science Degree

2001

Trust forte, New York, With a Dual Major in Information Technology and Mathematics

Applied Information Technology Diploma

2001

ITI Information Technology Institute, Moncton, N.B.

LINC Program Certificate

1999

Holland College, Charlottetown, PEI, Canadian Business Skills

Relevant Skills

- SAP Business One Administration / Supply Chain Management / Inventory Control / Technical Support
- Experience with account Payable and Receivable
- Hardware & Software Configurations
- Strong presentation and facilitation skills
- Highly developed organization and time management skills
- Strong customer service attitude and focus
- Ability to gather, organize and analyze data or information and formulate appropriate conclusions and insights
- Team oriented and demonstrate diplomatic leadership style in group decision making