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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 meet. * 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. |
| **Tawfik Geurgeus** **CONTACT** ADDRESS: 4218 Radisson Crest Mississauga, On, L5M4M1  PHONE:  416-829-3452  WEBSITE:  <http://Tawfik.Geurgeus.com>  EMAIL:  [Tawfik@Geurgeus.com](mailto:Tawfik@Geurgeus.com) |  |

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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 |
| **Tawfik Geurgeus** **CONTACT** ADDRESS: 4218 Radisson Crest Mississauga, On, L5M4M1  PHONE:  416-829-3452  WEBSITE:  <http://Tawfik.Geurgeus.com>  EMAIL:  [Tawfik@Geurgeus.com](mailto:Tawfik@Geurgeus.com) |  |

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