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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.
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| **Tawfik Geurgeus****CONTACT**ADDRESS:4218 Radisson CrestMississauga, On, L5M4M1PHONE:416-829-3452WEBSITE:<http://Tawfik.Geurgeus.com>EMAIL: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 |
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