

Osama Zeidan

Address: Aley-Lebanon | **Phone:** 00961 81 759 529 | **Birthdate:** July 4 1990

Email: osamazeidan152@gmail.com | **Nationality:** Lebanese



Summary

Dedicated and results-driven Warehouse Manager and Storekeeper with over 14 years of proven experience across Lebanon, the UAE, Iraq, and Saudi Arabia. Expert in warehouse operations, inventory control, team supervision, and logistics coordination. Adept at using inventory management systems |ACE|, ensuring efficient stock flow, and optimizing distribution. Recognized for leadership, attention to detail, and commitment to maintaining smooth supply chain operations in fast-paced environments

Experience

Store Keeper

| 2023 – Present |

G&A - Lebanon

- Handled receiving, counting, and storing of stock with accurate system entry.
- Provided customer support and assisted in product selection.
- Supervised up to 60 workers and managed delivery fleet operations.
- Planned daily distribution, vehicle loading, and driver routing.
- Oversaw delivery schedules based on stock availability.
- Inspected returned items and removed damaged stock.

Store Keeper

| 2021 – 2023 |

Arcenciel - Lebanon

- Maintained accurate inventory records using ACE inventory software and MS Excel.
- Received and verified deliveries, managed storage, and ensured organized shelving.
- Oversaw stock replenishment and reduced stock discrepancies through regular audits.
- Coordinated with procurement and logistics teams for optimal stock flow.
- Ensured timely dispatch and proper documentation for outgoing goods.
- Maintained cleanliness and safety compliance in warehouse zones.

Store Keeper

| 2017-2021 |

Ghia Holding - Lebanon

- Handled daily stock operations and managed storage of perishable and non-perishable items.
- Issued materials to departments and updated inventory logs in real time.
- Participated in monthly stock-taking and resolved variance issues effectively.
- Implemented FIFO method to manage inventory shelf life.
- Coordinated with suppliers for timely and accurate delivery.
- Maintained product labeling and warehouse layout efficiency.

Store Keeper

| 2015 – 2016 |

Veer Hotel - Baghdad, Iraq

- Managed hotel supply inventories including linens, food, and beverages.
- Ensured daily inventory control and monitored stock expiration.
- Interfaced with hotel departments to meet service needs promptly.
- Received and documented supplier deliveries with accuracy.
- Followed return processes for defective or expired goods.
- Utilized inventory systems for tracking and audit readiness.

Store Keeper

| 2013 – 2015 |

Anatolia Turkish Grill - Riyadh, KSA

- Organized food and beverage stock to support restaurant operations.
- Recorded incoming shipments and ensured quality compliance.
- Maintained cost control by monitoring waste and consumption trends.
- Prepared daily usage reports for kitchen and service teams.
- Supported procurement activities and supplier follow-up.
- Trained new staff in inventory procedures and safety protocols.

Store Keeper

| 2009 – 2013 |

Lamartine Valley - Abu Dhabi, UAE

- Managed daily branch operations including inventory, sales, and team coordination.
- Supervised a team of over 60 staff including warehouse workers and drivers.
- Scheduled vehicle loading and delivery routes; ensured fleet maintenance.

Education

Brevet Certificate

Rweiset El Ballout Official School – Lebanon

Trainings and Certificates

- **Store Keeper Manager Certificate** – Arcenciel
- **Store Keeper Certificate** – Ghia Holding

Skills & Expertise

- | | |
|--|---|
| • Strong attention to detail and organizational skills | • Inventory Software: ACE Inventory System |
| • Effective team leader and mentor | • Microsoft Office Suite (Word, Excel) |
| • Ability to work under pressure and meet deadlines | • Internet Research and Email Communication |
| • Excellent communication and interpersonal abilities | • Delivery & Routing Management |
| • Quick learner with a proactive work approach | • Stock Auditing and Forecasting |
| • High integrity and professionalism | |

Languages

Arabic: Native | **English:** Proficient