# Issa tony sader |chrissader@outlook.com|+961 81 909997| |10-12-1985|Amman – Jordan

**Education**:

**Bachelor's Degree / Business Administration -**

**NYIT university amman - jordan. nov 2004 – July 2007**

## Work Experience:

## Pearl of Beirut hotel

## Night auditor \ billing and purchasing

## Responsible of the night shift employees , reservations and coordination between the travel agency’s

## And the hotel .

## Making the purchasing orders to the hotel .

## Issuing bills , customers , and company’s

## Coordinating between the reception and the house keeping .

## Handling he hotel ERP system . data entry and inventory .

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## M. Ezzat Jallad & Fils (Caterpillar), | Zouk Mikayel, Aug *2015 – 2018*

## *Parts Counter direct sales \*

## *garage parts chaser \*

## *stock control \*

## *machines and generators sales .*

## Handle all operations related to Caterpillar Parts Products

## Visiting customers and preparing the maintenance contracts , machine and generators selling offers .

## Preparing quotations, and invoices

## Interaction with all departments (Service garage, rental power, sales machines)

## Parts ordering via air/ sea freight for our stock control

## Parts chasing for services demands

## Inventory control and data system transaction (ERP)

## Processing the purchasing orders

## Making list of shipment coasting air\sea fright

## Organizing and re organizing the items on the shelves .

## Receiving the shipments and containers , loading and unloading .

## Quality controlling the items , by the shipping manifest and the bills

## Entering the items and shipments , on the the system .

## t.g.f Mercedes – Benz – Beirut, Mar *2013 – Nov 2015*

## *Quality control supervisor*

## In charge of the parts and garage operations and claims for parts and defective items.

## Testing cars before and after maintaining and giving a full report.

## Parts counter direct sales .

## Garage parts chaser , between garage and parts department .

## s.s.s security and safety solutions – Beirut, *Sep 2009–Mar 2011*

## *team leader ( electronics and safety )*

## Handle / supervise the operations of the team in installing and maintaining the fire alarm systems

## Nurse call systems, lightning protection systems , and earthling systems ..etc.

### Languages: Fluent English,

### References: Upon Request