

Adnan Abu Zahra

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Professional Summary:

Results-driven LD&T Technician with over three years of experience, specializing in the management of daily warehousing operations, proven ability to ensure efficiency and smooth workflow through the development and implementation of effective operational procedures for inventory management, and material handling. Demonstrated expertise in optimizing storage space and processes to enhance shipping and receiving efficiency. Strong collaborator, working closely with department heads to align warehouse activities with production, sales, and purchasing objectives.

Work Experience:

LD&T Technician

Pepsi - JICE, Jordan

June 2022 – Present

- Efficiently managed daily warehousing operations to ensure smooth workflow.
- Developed and implemented operational procedures for inventory management, shipments, and material handling.
- Optimized storage space and processes to improve shipping and receiving efficiency.
- Collaborated with department heads to align warehouse activities with production, sales, and purchasing objectives.
- Proposed and enforced new procedures for receiving goods, enhancing accuracy and reducing errors.
- Oversaw truck loading and product movement while maintaining safety standards for forklift operators and facility cleanliness.

Branch Supervisor

Abu Tafesh Roasteries, Jordan

Jan 2021 – Oct 2021

- Coordinated and organized staff shifts to ensure adequate coverage and optimal team performance.
- Managed inventory levels to maintain stock availability and minimize shortages.
- Oversaw branch sales activities, monitoring performance and implementing strategies to achieve sales targets.
- Identified and ordered stock to address shortages, ensuring the branch remained well-stocked and operational.
- Reconciled cash transactions to maintain accurate financial records and ensure compliance with company policies.

- **Branch Supervisor**
Miral water Company, Jordan
Jan 2019– Dec 2020
- Supervised daily branch operations, ensuring efficient delivery of water services and customer satisfaction.
- Managed and coordinated staff schedules, assigning tasks and ensuring adequate coverage for all operational functions.
- Monitored inventory levels of water supply and related materials, overseeing ordering and replenishment processes to prevent shortages.
- Implemented and enforced health and safety protocols to ensure compliance with regulatory standards in water quality management.
- Oversaw financial transactions, including cash handling and reconciliations, to maintain accurate records and financial integrity.
- Developed and maintained relationships with customers, addressing inquiries and resolving complaints to enhance service quality.
- Prepared reports on branch performance, sales metrics, and inventory status for management review.

Education:

Bachelor of Sports Rehabilitation
Hashemite University , Jordan
2016-2020

Skills:

- Operational Management
- Inventory Management
- Team Coordination
- Sales Monitoring
- Customer Service
- Performance Reporting
- Microsoft Office
- ERP system & SAP

**References are available upon request.*