**Bassam Boughattas **

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**Commercial & Operation Manager**

 Luxury Brands Marketing and Sales Specialist Retail expert (franchise, multiband stores, department stores, fashion and retail perfume & cosmetic shop business ) Strategic thinking and Brands Image Expert opening and management, partners searches and negotiations Global luxury products knowledge (perfumes, cosmetics, jewelry, watches, fashion, accessories, and sun glasses, tableware, pens, leather goods, luggage) Specialties: Driving Luxury Brands Image & Network Development as well as managing development staff and, new store opening

**Skills**

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| * New store openings
* Employee development and leading store management teams to achieve business targets.
* Understanding of basic duties and tasks to carry out straight forward procedures.
* Capacity to follow directives and fulfill requests with minimal supervision and takes limited discretionary action as required.
* Professional manner, tact, diplomacy and discretion in dealing with others.
* Ability to identify problems and draw upon a range of choices to formulate solutions.
* 24 years procurement and inventory analysis experience in a distribution environment
* Advanced knowledge of Microsoft Office products Computer skills to maintain databases and spreadsheets and produce accurate reports and documents.
* Possess the ability to work productively, efficiently & effectively with initiative and drive under tight timescales and pressure whilst maintaining attention to detail and quality. And willingness to learn, improve and adapt.
* Possess excellent personal organization and business administration skills in accordance with modern best practice methods.
 | * Adaptable to set and prioritize work with occasional exceptions.  Able to work with diverse personalities and styles.
* Communicates with clarity, verbally and in one on one or group situations, or over the telephone.
* Ideally possessing a relevant professional qualification and suitable background experience in inventory management / purchasing
* Detailed understanding of MRP and inventory control / management systems and ERP.
* Strong analytical and problem solving skills.
* Possess excellent verbal and written communication skills for a demanding and customer focused working environment.
* Languages written and spoken: Arabic, English, French
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**Professional Experience**

**KSA Inventory & Operation Manager** August 2016 – Present

**Paris group (pierre cardin, balman)**

1. Employee development and leading store management teams to achieve business targets.
2. Execute inventory control measures to ensure the company minimizes stock holding and
3. The role carries responsibility for working with purchasing, goods inwards and

Dispatch to ensure necessary functions are carried out correctly

**Commercial Admin Manager** December 2009 – July 2016

**Saudi Hayla Company – Safari Group**

Reporting to the GM, I'm responsible retailactivity

New store openings

Employee development and leading store management teams to achieve business targets.

Execute inventory control measures to ensure the company minimizes stock holding and

The role carries responsibility for working with purchasing, goods inwards and

Dispatch to ensure necessary functions are carried out correctly

***Main Duties:***

* New store openings
* development and leading store management teams to achieve business targets
* Develop the company’s inventory management strategy with the aim of controlling costs within budgetary limits, generating savings, rationalizing inventory and maximizing available working capital
* Manage and maintain the company’s material and stocked product inventory including stock profiles and stock locations
* Manage and control perpetual inventory stock counting / inventory accuracy checks
* Minimize overstocks
* Ensure that goods inward / stock control department is well organized and controlled to sufficiently support goals of the business.
* Ensure incoming product is receipted and managed appropriately according to company procedure.
* Ensure materials are ready and available as and when required.
* Ensure that any materials that are late or holding opening for whatever reason are chased and followed up until received.
* Provide routine management information on inventory performance
* Year end physical count & investigate any discrepancy discovered between book balance & physical count & preparing the short & over report.
* Planning Annual Brand Budget
* Planning and Setting Sales Targets
* Monitoring Sales through by Evaluating the Brands Monthly
* Combining and Evaluating P&L Reports Quarterly
* Communicating with International Suppliers

***Selected Accomplishments:***

* Implement improvement processes and systems to reduce inventory, minimize costs and stock.
* Write and maintain accurate written procedures for all main inventory control processes and functions.
* Responsible for managing and running planned stock takes.
* Perform cyclic stock checks
* Check and adjust shop floor data.
* Ensure integrity and accuracy of the stock management system
* Produce daily reports to ensure key critical areas of the stock system are controlled and any discrepancies addressed and resolved.
* Manage control measures to ensure mistakes, inaccuracies and discrepancies are highlighted, addressed and resolved.

**Showroom Controller Manager** Feb 2004 - September 2009

**General Marketing Cooperation**

Retail Company most famous luxury fashion brands:

Aigner, Salvatory Ferragamo, Burberry, Etro, Mouchino, Roberto Cavalli, Cartie..etc

**Duties:**

* Responsible for maintaining acceptable and accurate inventory levels for multiple warehouses & Fashion Boutiques throughout the KSA.
* Promote and execute consistent operating conditions by planning and controlling all inventory activities that include but are not limited to: scheduling, cycle counts, resource allocation, transfers and receipts, reporting, SKUs and pricing management, and loss prevention. In addition to the above responsibility.
* Manages the movement and inventory levels of all products throughout twelve warehouse & shop KSA. Develop sound research methods to track and explain variances while upholding the integrity of inventory records throughout the region.
* Responsible for the approval of all pricing of inventory and loading of all new inventories into the system.
* Control over receiving goods.
* Review data entry of goods as quantities, prices, barcode, date & location.
* Control over internal goods receiving note.
* Review all suppliers return credit notes.
* Review & follow up the transfers between branches.
* Control over printing goods barcodes.
* Control over stamping barcode labels on goods.
* Review & follow up for changing price.
* Continuously physical count for all the counter salesmen custodies & investigate any discrepancy discovered between book balance & physical count & preparing the short & over report.
* Year end physical count & investigate any discrepancy discovered between book balance & physical count & preparing the short & over report.

**Inventory Controller Manager** Mawarid Marketing LimitedJuly1992 –Jan 2003

The Company sold it to Paris Gallery (GMC), same GMC duties

**Duties:**

Responsible for inventory management of 18 retail shops and one warehouse, which include brand names such as Christian Dior, Salvatore Ferragamo, Aigner, Kickers & Floriane. Working closely with Finances Manager,

**Technology**

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| **Software:** | JD Edwards, Infinity, ……, MS Office (Word, Access, Excel, PowerPoint) |
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**Education**

* Bac Tunisen 1988
* University graduate Business Management

**References ⚫ will be available upon request**