

# Modar Jobily

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## Education:

**BA in Economics, Tishreen University, 2012**

## Working Experience

Mobaderoon Company, Syria	Procurement Officer	Damascus, Jul 2020 – Nov 2023
<ul style="list-style-type: none"><li>• <b>Strategic Sourcing:</b> Develop and implement procurement strategies to identify cost-effective sourcing opportunities while maintaining quality standards and meeting organizational needs.</li><li>• <b>Supplier Management:</b> Cultivate and maintain strong relationships with suppliers, negotiating contracts, terms, and pricing to secure favorable agreements and ensure timely delivery of goods and services.</li><li>• <b>Purchase Order Management:</b> Create and manage purchase orders, ensuring accuracy and compliance with budgetary constraints and procurement policies.</li><li>• <b>Vendor Evaluation:</b> Conduct comprehensive evaluations of potential vendors, assessing their capabilities, reliability, and compliance with regulatory requirements.</li><li>• <b>Cost Analysis:</b> Analyze procurement costs and identify opportunities for cost savings through vendor consolidation, negotiation, and process optimization.</li><li>• <b>Inventory Management:</b> Collaborate with inventory control teams to maintain optimal inventory levels, minimizing excess stock while ensuring adequate supply to meet operational demands.</li><li>• <b>Compliance:</b> Ensure compliance with procurement policies, procedures, and regulations, including ethical sourcing practices, vendor diversity initiatives, and risk management protocols.</li><li>• <b>Contract Management:</b> Oversee contract administration, including contract negotiation, execution, and compliance monitoring, to mitigate risks and maximize value for the organization.</li><li>• <b>Continuous Improvement:</b> Continuously review and enhance procurement processes and procedures to increase efficiency, reduce costs, and enhance overall effectiveness.</li><li>• <b>Reporting:</b> Prepare regular reports and dashboards on procurement metrics, including cost savings, supplier performance, and compliance status, to inform decision-making and support strategic initiatives.</li></ul>		
General Foreign Trade Organization, Syria	Vehicle Auction Auditor	Damascus, Dec 2017 – June 2020
<ul style="list-style-type: none"><li>• <b>Inspection:</b> Conduct thorough physical inspections of vehicles before they go to auction, checking for any damage, mechanical issues, or discrepancies.</li><li>• <b>Documentation Review:</b> Review vehicle documentation, including titles, registration papers, and service records, to ensure completeness and accuracy.</li><li>• <b>Verification:</b> Verify vehicle identification numbers (VINs) and match them with corresponding documentation to confirm authenticity.</li><li>• <b>Compliance:</b> Ensure compliance with all relevant laws, regulations, and auction policies regarding vehicle documentation and disclosures.</li><li>• <b>Reporting:</b> Document findings accurately and comprehensively, noting any discrepancies or issues discovered during inspections.</li><li>• <b>Communication:</b> Collaborate effectively with auction staff, including sales teams and management, to address any concerns or questions regarding vehicle condition or documentation.</li><li>• <b>Customer Service:</b> Provide exceptional customer service to buyers and sellers by addressing inquiries and resolving issues professionally and efficiently.</li><li>• <b>Quality Assurance:</b> Assist in implementing and maintaining quality assurance protocols to uphold the highest standards of accuracy and integrity in our auction processes.</li><li>• <b>Continuous Improvement:</b> Actively participate in training programs and process improvement initiatives to enhance efficiency and effectiveness in the auditing process.</li><li>• <b>attention to Detail:</b> Exceptional attention to detail and the ability to spot discrepancies or irregularities in documentation and vehicle condition.</li><li>• <b>Automotive Knowledge:</b> Basic understanding of automotive mechanics, vehicle identification, and common issues found in used vehicles.</li></ul>		

<b>Ahmad Hadaya Company, Syria</b>	<b>Accountant</b>	<b>Lattakia, Nov 2014 – Sep 2015</b>
<ul style="list-style-type: none"> <li>Documented financial transactions by entering account information to Al Ameen prog.</li> <li>Recommended financial actions by analyzing accounting options.</li> <li>Summarized current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.</li> <li>Substantiated financial transactions by auditing documents.</li> <li>Maintained accounting controls by preparing and recommending policies and procedures.</li> <li>Guided accounting clerical staff by coordinating activities and answering questions.</li> <li>Reconciled financial discrepancies by collecting and analyzing account information.</li> <li>Secured financial information by completing data base backups.</li> <li>Maintained financial security by following internal controls.</li> <li>Prepared payments by verifying documentation, and requesting disbursements.</li> <li>Answered accounting procedure questions by researching and interpreting accounting policy and regulations.</li> </ul>		
<b>Mobaderoon Company, Syria</b>	<b>Logistic Support Team Coordinator</b>	<b>Lattakia, Apr 2013 – Aug 2013</b>
<ul style="list-style-type: none"> <li>Ensured all accommodation and transportation arrangements required for trainers and team members are delivered on timely manner.</li> <li>Procurement pf all training materials and tools and ensured training facilities are well equipped for the training requirements.</li> <li>Promoted, published training announcements and reviewed applications, communicated with applicants and informed them with their application results.</li> </ul>		
<b>Matrix technical cafe, Syria</b>	<b>Cashier / customer service</b>	<b>Latakia, Mar 2012 – Mar 2013</b>
<ul style="list-style-type: none"> <li>Customer Engagement: Greet customers with a friendly demeanor, engage in conversation, and actively listen to their needs to provide personalized assistance and recommendations.</li> <li>Transaction Processing: Efficiently and accurately ring up sales transactions using point-of-sale (POS) systems, processing cash, credit, and debit card payments, and issuing receipts.</li> <li>Product Knowledge: Familiarize yourself with our products and services to confidently answer customer inquiries, offer product information, and provide recommendations based on customer preferences.</li> <li>Problem Resolution: Address customer concerns, complaints, and inquiries promptly and professionally, seeking appropriate solutions to ensure customer satisfaction and loyalty.</li> <li>Upselling: Identify upselling opportunities by suggesting complementary products or promotions to enhance the customer's shopping experience and maximize sales revenue.</li> <li>Cash Handling: Handle cash transactions securely, count cash drawer at the beginning and end of shifts, and reconcile discrepancies accurately while adhering to cash handling procedures.</li> <li>Returns and Exchanges: Process returns, refunds, and exchanges efficiently, following established policies and procedures, and resolving customer issues with empathy and patience.</li> <li>Queue Management: Manage customer queues effectively, ensuring prompt service and minimizing wait times during peak periods.</li> <li>Cleanliness and Organization: Maintain cleanliness and organization at the checkout area, including sanitizing surfaces, organizing merchandise displays, and restocking items as needed.</li> <li>Team Collaboration: Collaborate with team members and other departments to ensure seamless operations, assist with inventory management, and contribute to a positive work environment.</li> </ul>		
<b>Wael Isber contracting company</b>	<b>Administrative Assistant</b>	<b>Latakia, Sep 2010 – Sep 2010</b>
<ul style="list-style-type: none"> <li>Prepared all documents required for official approvals.</li> <li>Facilitated the administration process in governmental institution.</li> <li>Documented and archived all official documents and correspondences.</li> <li>Ensured approvals for projects are obtained on timely manner.</li> </ul>		

<b>Badr Association</b>	<b>Co-founder-Coordinator</b>	<b>Latakia, Dec 2014 – May 2015</b>
Community initiative to support education for vulnerable groups		
<ul style="list-style-type: none"> <li>• Identified and communicate with partners working with target group.</li> <li>• Monitored of lessons and daily activities and registered attendance</li> <li>• Monitored the progress of students and updated teachers and parents accordingly.</li> </ul>		
<b>Syria National Volunteering Team</b>	<b>Team Coordinator</b>	<b>Latakia, 2011 - 2013</b>
Community initiative to provide psychosocial support for children in collective camp centers.		
<ul style="list-style-type: none"> <li>• Built team of volunteers, provided orientation and assigned tasks accordingly.</li> <li>• Conducted several fundraising campaigns and ensured financial resources for projects are available.</li> <li>• Ensured required approvals to enter of displacement camps are obtained.</li> </ul>		
<b>JCI, Syria</b>	<b>Team Member, Panelist</b>	<b>Latakia, Jan 2016 – Dec 2016</b>
I was assigned as a production manager to produce a documentary		
Providing all logistic support required.		
Coordinate all venues and sites in addition to financial management.		

### Trainings

- Voice Over Training. Syria. 2023.
- Non-violent communication ToT. Lebanon. 2015.
- Peace Building ToT, IOM. Lebanon, 2014.
- Conflict Mediation and Resolution, IOM, Lebanon. 2014.
- Non-violent communication, IOM, Syria, 2014.
- LICD, Mobaderoon, Syria, 2013
- Trauma of War, Mobaderoon, Lebanon, 2012
- Dialogue facilitation (beginner and intermediate), Syrian Youth Council, Syria 2011.

### Languages:

Arabic: Native.  
English: professional.

### Computer Tools

MS office: professional.