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| **Seeking employment where my experience and my practical skills can be exploited, as well as adding to my existing experience.*** **15+ years of progressively responsible experience in the areas of procurement/purchasing, executive support to senior management and provision of administrative services and general office support, front office experience, project/contract management, supply chain, logistics support &, fully knowledgeable in reporting, budgeting, developing and maintaining policies and procedures.**
* **Full experience in the mentioned fields: Construction, Repairs & Maintenance; Food & Beverage; Healthcare.**
* **Passionate about client satisfaction and team growth and to learn and to increase skills.**
* **Experience in computer applications:**

 **Microsoft Office: Microsoft Teams. Word, Excel, Outlook, OneNote, OneDrive****Operating system: SAP, ERP, MAXIMO****Internet browsers, Real-time online communication, Multimedia Software** |

# Experience

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| **August 2023 – APRIL 2024****Procurement Manager, AHLOUNA - LEBANON**Managing and supervising what follows: * Purchase the materials.
* Responsible for verifying and approving prices on quotations.
* Responsible for Invoice Processing.
* Processing all material requests and furnishing the requestor with the required material.
* Researching the local markets for latest material, products and techniques available. Introducing new material, suppliers and manufacturers to the Company.
* Monitoring & control all payment requested through monthly budget / direct purchase.
* Monitoring & control all materials requested by service department.
* Monitoring stock items.
* Discussing operational requirements.
* Analysing data to identify opportunities to improve providing accurate budget figures.
* Keeping up to date with technological and legal developments.
* Audit by researching materials, formulating a plan of action.
* Examining and analysing records, reports, and documentation,
* Verifies assets and liabilities by comparing items to documentation.
* Deliver reports to the high management.
* Communicating with different departments and helping meet their schedules, knowledgeable about the inventory and materials they needed.

**January 2023 – August 2023****Senior BUYER, SEAMOSQ CHARITABLE ASSOCIATION - LEBANON**Managing and supervising what follows: * Purchase the materials.
* Responsible for verifying and approving prices on quotations.
* Responsible for Invoice Processing.
* Processing all material requests and furnishing the requestor with the required material.
* Researching the local markets for latest material, products and techniques available. Introducing new material, suppliers and manufacturers to the Company.

**January 2021 – Present****Owner, Al-Safi FISHING BOAT - LEBANON****August 2017 – July 2020****General Coordinator /Procurement, Logistics And Planning Materials,** MODERN Architecture Contracting Company Jeddah Branch (MACC FM) **- SAUDI ARABIA**Managing and supervising what follows: * Manage Site monthly budget
* \* Monitoring & control all payment requested through monthly budget
* \* Following it up with purchasing dpt. & accounting DPT.
* Manage Site petty cash budget
* \* Monitoring & control all materials requested through petty cash
* \* Following it up with purchasing dpt. & accounting DPT.
* Monitoring & control all materials requested by services
* Monitoring stock items
* \* To avoid any of shorten in the materials
* \* To request stock materials through direct purchase when needed
* Focal point between Site & all departments (accounting dpt., supply chain dpt., logistic dpt., IT & system operation DPT.)
* Discussing operational requirements
* Analysing data to identify opportunities to improve providing accurate budget figures
* Consulting with regulatory officials
* Keeping up to date with technological and legal developments
* Audit by researching materials, formulating a plan of action.
* Examining and analysing records, reports, and documentation,
* Verifies assets and liabilities by comparing items to documentation.
* Provides management reports by collecting, analysing, and summarizing management information, preparing reports, providing information in meetings.
* Accepting for accomplishing new and different requests, exploring opportunities to add value to job accomplishments.
* Coordinating and expediting the flow of work and materials between various departments as a Material Controller.
* Review needed materials and check with department managers, following up requested materials with purchasing and store, and document any exceptions.
* Communicating with different departments and helping meet their schedules, knowledgeable about the inventory and materials they needed.

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| **January 2010 – August 2017****Senior BUYER, SAUDI OGER LTD - SAUDI ARABIA**Managing and supervising what follows: * Purchase the material.
* Responsible for following up Foreign Orders and Quotation Requests with International Sources.
* Responsible for verifying and approving prices on quotations and Buyer Invoices.
* Responsible for Invoice Processing.
* Responsible for issuing and managing Blanket Contracts for Bulk Materials and Services.
* Processing all material requests and furnishing the requestor with the required material.
* Researching the local and international markets for latest material, products and techniques available. Introducing new material, contractors, suppliers and manufacturers to the Company.
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| **January 2006 – January 2010****Admission Officer, BEIRUT GOVERNMENTAL UNIVERSITY HOSPITAL - LEBANON**Managing and supervising what follows:* Interviews patients on admission, records required, personal information, secures signatures, and supplies patient data to concerned hospital departments.
* Welcome patients with professionalism and eloquence.
* Admits patients by prioritizing them according to the urgency of their health state and according to the ratios set by management
* Follow up on all medical procedure approval requests with doctors and insurance parties
* Explains to patients the internal process of their inquiry and guide them to their requested destination
* Coordinates with hospital’s different departments to ensure proper response to patients needs
* Performs admitting activities. Greets patients and conducts patient interviews to obtain required information and signatures. Notifies nursing unit of patient arrival
* Serves as a liaison with insurance companies regarding the admission of their subscribers and logs notifications made.
* Calculates daily census and verifies accuracy of nursing-unit census listings.
* Monitors physicians overdue chart list to ensure that booking restrictions are applied.
* Answers inquiries regarding admitting procedures, hospital regulations and services; refers inquiries to appropriate person or department elsewhere in the hospital when necessary.
* Takes emergency bookings; assigns beds to new admissions; arranges transfers; maintains a list of available beds and bed board index of patients; enters discharges and transfers into the system.
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| **January 2004 – December 2006****Sound TECHNICIAN, FUTURE TV - LEBANON**Responsibilities:Production - the recording of all sound on set or on location:Assess the acoustics of the performance areaSelect, position, adjust and operate sound equipment, such as booms, fishing rods and microphones, used for amplification and recordingCommunicate with production staff and performers to determine the sound requirementsApply technical knowledge of sound recording equipment to achieve the determined artistic objectivesRecord sound onto digital audio tape or hard disk recordersMonitor audio signals to detect sound-quality deviations or malfunctionsAnticipate and correct any faultsMaintain and repair sound equipmentComply with all relevant health and safety legislation. |
| January 2002 – January 2005 MEDIC, Lebanese Red Cross - LEBANONResponsible for providing immediate, lifesaving medical care to an ill or injured person.  |

# Education

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| July 2004Certificate In information technology, United Nations education programme /lebanon siblin training centre |
| September 2003Baccalaureate in Accounting and Information’s, Saida Technical INSTITUTE |  |

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# languageS

Arabic Level: Expert

English Level: Expert

French Level: Beginner

# Skills

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| * Data Analysis, Including Working with Electronic Data.
* Logical Reasoning and Problem-Solving Skills.
* The Ability to Work Well in A Team, As Well As to Manage and Motivate Others.
* Logistic Support
* Material Requirements Planning (MRP)
* Inventory Control
* Operating Budgets
* Service Coordination
* Data Management
* Purchase Management
* Enterprise Resource Planning (ERP)
* Purchasing Processes
* Budgeting & Forecasting
* Project Coordination
* Purchase Orders
* Customer Satisfaction
* Site Management
* Budget Control
 | * Negotiating And Agreeing Contracts
* Planning For and Negotiating Technical Difficulties
* Ensuring Health and Safety Standards Are Met.
* A passion to learn and to increase skills
* Experience in first aid medic
* Reporting & Analysis
* SAP Materials Management (SAP MM)
* Executive Reporting
* Auditing
* Focal Point
* Supply Chain Management
* Planning Budgeting & Forecasting
* Expense Reports
* Executive Support
* Delivery Of Projects
* Project Documentation
* Project Accounting
* Contract Management
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# Hobbies

SWIMMING, FISHING, WALKING.