

MARC HARDINI

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A well-rounded business administrative professional with more than 6+ years' experience in the industry, always aiming for improvement with a passion for continuous education. Reliable and effective with leadership qualities specializing in operations.

EXPERIENCE

OCTOBER 2017 – PRESENT

ASSISTANT DIRECTOR OF OPERATIONS, MEDICALS INTERNATIONAL SAL (OFFSHORE)

- Join quarterly online meeting with all suppliers for quarters' assessments.
- Attend exhibitions, Academy meetings and Yearly Suppliers' meetings to set new objectives and targets.
- Meet with new suppliers, advancing through discussions, negotiations and closing deals.
- Project Manager for the implementation of a CRM program applicable with our ERP system. Responsible for setting it in all our 15 offices.
- Monitor and control registrations processes in all offices of newly acquired exclusive representations of products from new FDA approved/CE certified suppliers.
- Manage and Control the daily operation cycle.

APRIL 2015 – SEPTEMBER 2017

ASSISTANT OPERATIONS MANAGER, MEDICALS INTERNATIONAL SAL (OFFSHORE)

- Confirm and Place orders with more than 15 suppliers along with respecting mutual agreements.
- Follow-up on orders by providing mean of transportation, insurance and proper documentation.
- Provide appropriate financial entries and supportive documents while collaborating with several departments.
- Submit managerial reports.

AUGUST 2014 – MARCH 2015

ACCOUNTS PAYABLE MANAGER, MEDICALS INTERNATIONAL SAL (OFFSHORE)

- Ensure accuracy and timeliness of all Accounting functions and records along with maintaining a precise general ledger, exact AP & AR.
- Manage monthly closing of financial records after performing a full audit on all entries to sustain financial statements accuracy.
- Provide accounting assistance to operation staff & answers/solutions to all questions/concerns.
- Act as a liaison between the company and the government.

- Keep good relationship between the company and all suppliers, third party suppliers and clients by providing solutions.

JULY 2013 – JULY 2014

ACCOUNTANT, MEDICALS INTERNATIONAL SAL (OFFSHORE)

- Input, verify and review all daily financial transactions with proper documentation.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Comply with local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements.
- Manage the petty cash and adjust it accordingly to keep the cash on approved level.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Perform end of year closure procedure.
- Compute and process Payrolls on a monthly basis.
- Prepare special financial reports by collecting, analyzing, and summarizing account information.

EDUCATION

AUGUST - 2016

CSCP CERTIFICATION, APICS

Certified Supply Chain Professional Certification, Score: 299 out of 350.

2009 - 2013

BACHELOR, NOTRE-DAME UNIVERSITY (NDU)

Bachelor's degree in International Business Management

SKILLS

- Leadership
- Negotiation skills
- Teamwork
- Microsoft office
- Visual dolphin

LANGUAGES

- Fluent in spoken and written English, French (Business Proficiency), and Arabic.

ACTIVITIES

- Lebanese Scout Movement (Sacred Heart Group - VII Beirut - 12 Years)
- Enjoy Travelling, Continuous Education and Scuba Diving.
- Certified abseiling, mountain climbing, caving instructor.