

Marwan Madani

Nationality: Lebanese

Date of Birth: 3rd of June 1991

Marital Status: Single

Address: Beirut, Lebanon

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Currently in Beirut

OBJECTIVE

Looking for an opportunity to associate with a progressive organization to utilize my skills and knowledge according to the trends and dynamically works towards the growth of the organization.

SKILLS

- ✓ Good general knowledge
- ✓ Interactive and talkative nature
- ✓ Honest and loyal
- ✓ Excellent communication skills
- ✓ Can speak different languages

EDUCATION

Bachelor's Degree in "Banking and Finance" Fall 2014
Lebanese American University (LAU) Beirut, Lebanon

LANGUAGES:

- ✓ Trilingual – Arabic, English & French

COMPUTER SKILLS:



EXPERIENCE:

WORKING AT LAUMC-RH IN THE PROCUREMENT DEPARTMENT SINCE JULY 2015



Job duties:

- ✓ Apply the standard purchasing protocols and policies, including bids and quotations invitations, material requisition, and purchase orders
- ✓ Responsible to purchase all items needed for the IT Department
- ✓ Responsible to purchase all stock items (Medical and Non Medical items)
- ✓ Review orders to determine product types and quantities required to meet demand
- ✓ Research and analyze the suppliers offers and negotiate with them to obtain most competitive prices
- ✓ Meet with vendors to obtain product information and update the supplier's database
- ✓ Maintains hard or soft copies of offers, purchase orders, invoices and analytical comparative tables
- ✓ Participate in the preparation of the annual bidding process
- ✓ Responsible for sending new items for evaluation to have an alternative accepted items
- ✓ Search using internet for any needed items not found in our market and buy it from foreign countries
- ✓ Participate in the follow-up of the undelivered purchase orders and pending requests
- ✓ Participate in collection of data and preparation of status reports related to the purchasing department.



JUNE 2012 – MAY 2014

BEIRUT, LEBANON

Assistant Manager at Modern Valet Parking

Job Duties:

- ✓ Supervised employees
- ✓ Manage employees schedules.
- ✓ Organize work in the location



SUMMER 2011 – SPRING 2012

LEBANESE AMERICAN UNIVERSITY

BEIRUT, LEBANON

ASSISTANT AT THE FACULTY OF OPERATION AND MAINTENANCE

Job Duties:

- ✓ Data entry

REFERENCES:

Are available upon request