

Ahmad Hachem

Challenging and rewarding position in a growth-oriented organization, which offers diverse responsibilities and will fully utilize both my technical and managerial abilities.

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WORK EXPERIENCE

Arcenciel., Taanail, Bekaa, Lebanon — *Procurement, logistics and Cost Control Manager*

MARCH 2017 - PRESENT

- Created and ensured adherence to a purchasing strategy.
- Decreased direct cost from 64% to 31% in 3 months.
- Maintained consistency in Logistics via introducing purchase requests and inventory transfer.
- Kept costs within budget.
- Maintained records of stock levels.
- Monthly delta stock inventory check-up.
- Created stock values.
- Routinely requested price quotations from different suppliers to insure acceptable KPI.
- Built a new back office and inventory system for 2 branches.
- Negotiated with suppliers for deals and annual sales plans.
- Estimated purchasing based on consumption.
- Actively worked with logistics and finance department to insure timely payments.
- Created formal and informal tendering process.
- Made sure that purchases requested from suppliers are up to standards.
- Currently creating an annual purchasing plan.

Delmon United Co., Shuwaikh, Kuwait — *Project and Technical Manager*

FEBRUARY 2013 - NOVEMBER 2016

- Negotiates with suppliers to draw up procurement contracts.
- Negotiates, administers, extends, terminates, and renegotiates contracts.
- Formulated and coordinates procurement proposals.

Al-Barq, Hawally, Kuwait — *Project Engineer*

APRIL 2012 - FEBRUARY 2013

- Determined physical security risks, such as threats, and then implement solutions to lessen those risks.
- Installed Low Voltage Security Equipment's.

SKILLS

Software: OMEGA, Matlab,

SolidWorks, Sketchup, Autocad,

Office & Project, Google Earth,

Adobe Indesign, Illustrator,

Photoshop, Revit, Python.

Field: OH&S, Site Supervision,

Project Management, Security

Technical, Traffic Analysis

Technical: Writing and analysing

RFT, BOQ's

Office: Report Preparation, Drafting,

Written Documents &

Correspondence, Contract Writing.

LANGUAGES

English: Very Fluent

Arabic: Fluent

EDUCATION

TAFE, WA, Australia — *Mechanical Engineering - Science*

Cambridge, England — *IGCSE (High School)*

Cash Converters Investment Group, Queensland, Australia — *Collections Officer*

JULY 2010 - AUGUST 2012

- Established and maintained computerized records for each client and maintained logs and comments as well as files of correspondence, payment plans, and related information.
- Contacted clients and provider accounts by letter and/or phone in order to discuss requirements to make arrangements for payment plans.
- Reviewed, and verified financial information disposition of accounts.

Otis Elevators Pty Ltd, West End, Queensland, Australia — *New Equipment Sales Administrator*

JUNE 2008 - JULY 2009

- Generated sales lead from industry reports i.e. Cordell reports, newspaper etc. for new equipment and modernisation projects
- Followed up leads to ascertain equipment type, timing of project and other relevant information and input into the Sales Reporting System.
- Ensured Otis Product Binders are issued to appropriate industry organisations (architects, consultants etc) and immediately update with new information/material as it becomes available. Maintain a customer listing to track these updates
- Provided preliminary information (drawings etc) to satisfy customer inquiries and obtain job name for these inquiries to input into Sales Reporting System
Worked with Citrix to insure all the data is up to date.

REFERENCES

Tony Abe Zaid

Position: Logistics Manager

NGO: Arcenciel

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Mario Ramadan

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Mazen Abo Hamdan

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