



Curriculum Vitae

JIHAD F. YASSNE

Phone: (966) 501686300
E-mail: jdyassine@gmail.com
D.O.B.: March 29th 1986
Marital Status: Married
Nationality: Lebanon

Objective:

Looking for a challenging position at a reputed company with a view to use my wide experience for the benefit of the company and recap a new experience.

Work Experience:

PAIN DELICIEUX.

JEDDAH, SAUDI ARABIA

- March 2018 – Jun 2019

Administrative & Financial Manager:

- Managing, Controlling & develop all the Operation of a catering company"
 - Food production (Bakery, Pastry & main kitchen)
 - Packaging & Delivery
 - Accounting Control & documentation process.
 - Reporting & monitoring of financial indicators & accounts (P&L, Balances, Journal, Trial Balance & Banking operation & statements)
 - Controlling of Sales strategies & client affaires in coordination with cost center, Sales Team & market indicators.

SAUDI OGER LTD.

RIYADH, SAUDI ARABIA

- June 2014 – July 2017

Senior Purchasing Coordinator – contracts & I.T.C. + Building Finishing items:

- Managing & controlling the process of purchasing and Subcontractors document management of:
 - Marble, granite, Stone.
 - Porcelaine céramique, Mosaic, Parquet, vinyle.
 - Expansion joint, all flooring accessories & floor dividers.
 - Gypsum powder, boards & accessories.
 - Concrete tile, limestone, interlock, curbstone & terrazzo.
 - Wood (lumber, plywood, laminated....)
 - Manholes, grates & drainage items.
 - Filler boards, backing foam and concrete spacers
- Sourcing and studies of new markets and sources with new strategies and financial facilities.
- Quality management supervision of documentation and new suppliers' integration.

- April 2009 – May 2014

Purchasing Coordinator – Building Material: responsible for

- Managing & controlling the process of sourcing and purchasing:
 - Marble, granite, Stone.
 - Porcelaine céramique, Mosaic, Parquet, vinyle.
 - Expansion joint, all flooring accessories & floor dividers.
 - Gypsum powder, boards & accessories.
 - Concrete tile, limestone, interlock, curbstone & terrazzo.
 - Wood (lumber, plywood, laminated....)
 - Fasteners & concrete connections accessories.
 - Plaster accessories & chicken wire mesh.
 - Filler boards, backing foam and concrete spacers
- Sourcing and studies of new markets and sources with new strategies and financial facilities.

Sourcing Coordinator – Contracts and long terms agreement: responsible for Fabrication Factory of Saudi Oger "Service Coefferage" to study the upcoming new required material for the production and make the budgeting and estimation of the new project's required materials.

References are provided upon request

Internship and activities:

RIYADH, SAUDI ARABIA

- March 2016 – June 2017

An unpaid internship program with “AL Fares international Company” where I used my skills and studies to find an advertising company called “AL HADATH” where I was the responsible of development and planning achieving:

- *Design and build of Documentation, Logos and company profile.*
- *Planning and creation of the management procedures and Organization hierarchy.*
- *Project Management and budgeting for the newly taken festivals like the Mr. Trump’s visit to Riyadh in coordination with “Commando events creators”.*

Training Programs

Libano Francaise Bank

- 2008
 - *Apply of all banking operation (cash draw, Cheques, deposit...)*

Education:

- **License in international financial analysis - LIFA**

2008 – 2009 From the International Research association - IRA

MASSACHUSETTS, USA

- *Licensed in Financial analysis with emphasis on industrial development in Saudi Arabia.*

- **Bachelor’s degree in business administration**

2004 – 2008 from the LEBANESE UNIVERSITY

TRIPOLI, LEBANON

- *B.A. in Business Administration Major “Accounting & Auditing” with emphasis on:*
 - *General Accounting.*
 - *Analytical accounting and production budgeting and accounting.*
 - *Financial studies & analysis.*
 - *Banking, financial industries accounting & financial markets and Portfolio.*
 - *Companies’ organization, management weakness and risks.*
 - *Work law, Ethic and norms...*

- **Official baccalaureate in General sciences**

2004 Official Lebanese BAC in general sciences with promotion “Good” average 15/20.

- **Primary, Secondary and high School**

1990 – 2004 from “Rawdat EL Fayhaa School”

TRIPOLI - LEBANON

Languages:

- **Fluent in Arabic, French & English (write, read and speak).**

Interests & Skills:

- **Expert in Microsoft office (Word, Excel, PowerPoint.)**
- **Expert in ERP system (processing not programming)**
- **Expert in SMAC system (processing not programming)**
- **Interested in market and financial updates and influences.**
- **Interested in new technologies and innovations.**
- **Skilled in internet surfing.**
- **Like to read literal, historical and political books.**

References are provided upon request