

# Hadi A. Assi

---

## Summary

My educational background has prepared me for the business market. I am self-motivated, highly organized, and I can work efficiently under pressure. My work experience had prepared me to face any problem or obstacle I could encounter. Moreover, I have worked in different domains and sectors which helped me gain a lot of expertise and skills. I am a hard worker whether in a team or as an individual, I am self-motivated and highly organized.

**Civil Status** Place of Birth: Baakline, Lebanon

Date of Birth: August 9<sup>th</sup>, 1991

Nationality: Lebanese

Marital Status: Single

## Education:

2015-present MUBS/ Cardiff Met.

### MBA

MBA in project management.

Excepted graduation date: 12/2018

2011-2015 MUBS/ Cardiff Met.

### BA

- Bachelor of business with an emphasis in Marketing and Business management.

- Graduation date: June 2015

- Main courses:

Leadership and change management

Strategic management

Project management

Entrepreneur and innovation

Information system project management

Production operation management

## Work Experience

2018 – Present ECO-Life Properties Beirut, Lebanon

### Senior Procurement

- Conducting market studies and finding new engineering suppliers
- Comparing the attained quotations to be able to choose the best fit for our need based on several variables
- Approving on orders of the managed facilities by setting the right quantities that should be ordered.
- Approving the invoices that the suppliers send the facilities.
- Acquiring quotations for shipment of machines and following up on the delivery of the shipment.
- Keeping a close eye on the expenses and correcting any wrong entries.

2016 – 2018

Phoenicia Hotel

Beirut, Lebanon

**Procurement Coordinator**

- Purchasing engineering suppliers and spare parts
- Coordinating and executing purchases
- Conducting market survey studies to attain best price/quality ratio
- Coordinating bidding projects for new supplies
- Analyzing price and quality proposals
- Analyzing financial reports and reporting to the financial regional manager
- Conducting meetings with suppliers for new products and supplier
- Executing long term deals with suppliers with stable prices and availability

2012-2015

Via Dent

Beirut Lebanon

**Sales management/ Team leader**

- Sales supervisor
- Leading a team of 10 sales men/woman.
- Training new sales members.
- Setting targets for sales members.
- Working as a regular sales member.
- Regular follow up on customers.

2010-2012

LIDCO.

Aley, Lebanon

**Administrative Assistant**

- Assisting the management team in almost all of the work.
- Head supervisor of customer care department
- Writing reports to CEO regularly.
- Contacting suppliers and setting orders.
- Creating offers and promotions.
- Responsible for the display at the showroom

**Volunteering**

Organizer at Beirut Marathon Association  
Leader in a charity event for orphanages at MUBS

**Languages**

Arabic, English, French

**Computer Knowledge**

Microsoft Office (Word, Excel, Power Point)  
Microsoft Project, Adobe Photoshop

**Major  
Strength &  
Skills**

-Hard worker under pressure with constant follow-up on any assigned task.  
-Works with high efficiency either in a stand-alone assignment or through any teamwork. Dynamic, target oriented, well organized and deadline.

**Skills:**

- Management
- Project Management
- Leadership
- Sales
- Customer service
- Microsoft project

**References**

Available upon request.