



MICHEL MRAD

OBJECTIVE

I am looking for a significant and challenging position wherein I will excel in finance, accounting, management, Human Resources, Production Planning & procurement operation processes.

SKILLS

Production planning
Business Development
Business Planning
Strategic Communications
Psychological Testing
Strategic Planning
Analytical Skills
Financial Analysis
Teamwork
Family Therapy
Team Leadership
Communication
Self-confidence
Calculations
Coaching

Computer:

Proficient in IBM-PC and Macintosh desktop systems, Windows, Microsoft Word, Microsoft Excel, Adobe Acrobat, and ADP Payroll. (word, excel, PowerPoint, ICBS, Navision,

EXPERIENCE

PRODUCTION PLANNING SUPERVISOR • CADIS LEBANON • JAN 2018 – TILL PRESENT

- 1- Manage all operations related to the production: from raw materials request to the finished goods state.
- 2- Production request issue for each order (5 to 45 production requests filled by hand, printed, signed and handed to Plant manager on daily basis).
- 3- Daily program sheet showing the allocation of orders and workers by machine.
- 4- Detailed schedule for big orders + preventive planning for over time
- 5- Continuous follow up with CCU & sales team concerning delivery scheduling
- 6- Preparing evaluation reports of employees.
- 7- Heading the daily production meetings.
- 8- Follow up of all activities in the plant.

PROCUREMENT OFFICER • RCG S.A.R.L • JULY 2017 – AUGUST 2017

- 1- Preparing purchase orders based on projects need as per the Project Manager request.
- 2- Select the best offer in accordance with the Project Manager, and the stock keeper.
- 3- Organizing the shipment and reception of products.
- 4- Delivering products to projects and arrange the payment procedure to the supplier with the accounting department.
- 5- Procurement and office management, strong record and positive attitude, experience not limited to handling critical and fast moving lists, maintain all procurement documentation and expediting,

INTERNAL AUDITOR & STOCK MANAGER • MOUBARAK TRADING COMPANY • OCT- 2016 – MARCH 2017

- 1- Creation of organization chart

PLACE & D.O.B: JBEIL – MARCH 7TH, 1989

MARITAL STATUS: SINGLE

EMAIL: MICHELM.BUS@HOTMAIL.COM

CELL: ++ 961 71435931

ADDRESS: AMCHIT- LEBANON AL CHARWI STREET – MRAD BUILD – GS FLOOR

Softland...)

- Languages: Arabic (Advanced),
French (Advanced), English
(Advanced: Michigan Language
Assessment Certification)

- 2- Evaluate the adequacy of the system of internal controls.
- 3- Recommend improvements in controls.
- 4- Verify the existence assets and recommend safeguard for their protection.
- 5- Billing and comparative statement, budgeting, cash management, data processing, cost accounting, financial analyst, staff management, material management.
- 6- Inventory control, organizational planning
- 7- Contract negotiations, schedule of employee shifts
- 8- Organizing the shipment and reception of products.
- 9- Managing warehouse/storage and delivering products to projects.
- 10- Negotiation with vendors and stock verification, to creatively resolve problems and capitalize on opportunities, ability to lead exceptional performance within a team environment.

PROCUREMENT & STOCK MANAGER & ACCOUNTANT • BYBLOS ELECTRICAL ENTERPRISES. • AUG- 2012 – SEPT 2016

- 1- Inventory control
- 2- Purchasing process (identify need/ selection of products/ appointing purchasing team)
- 3- Specify technical specification, budget for purchase and research potential suppliers
- 4- Take decisions based on the coordination with the management.
- 5- Negotiation with vendors and stock verification, exceptional leadership skills.
- 6- Cash management
- 7- Data entry/ financial analysis
- 8- Accounts reconciliation (bank / suppliers and clients)
- 9- Financial statement preparation (Assistant), presentation of payroll, sales and property tax returns.

JUNIOR ACCOUNTANT • KHOURY HOME APPLIANCES. • MAY 2012 – AUG 2012

- 1- Analyze daily receivable
- 2- POS
- 3- Customer Services

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EDUCATION

BACHELOR OF RELIGIOUS SCIENCES • OCT 2018 • LA SAGESSE UNIVERSITY (BEIRUT) (SECTION: MARRIAGE & FAMILY)

Expected date of graduation – 2021

MASTERS IN PROJECT MANAGEMENT • OCT 2015 – TILL DATE • CNAM (NAHR IBRAHIM CAMPUS)

Not completed yet because of the time. GPA= 16.00/20

COUPLES & FAMILY COACHING DIPLOMA • JAN 2017 – DEC 2018 • LA SAGESSE UNIVERSITY (BEIRUT)

Psychology, communication in the family, couples crisis, education in the family....

BACHELOR IN BUSINESS ADMINISTRATION • OCT 2008 – NOV 2011 • LEBANESE UNIVERSITY ACHRAFIEH BEIRUT

Finance and banking, Accounting, Management, Human resources, GPA =13.00/20

DIPLOMA IN RELIGIOUS SCIENCES • JAN 2013 – JUNE 2016 • ST JEAN MARC CENTER (IN ASSOCIATION WITH USEK)

GPA =17.35/20

LEBANESE BACCALAUREAT 2 • JULY 2008 • SECONDARY SCHOOL OF AMCHIT

SOCIOLOGY & ECONOMICS

GPA =14.00/20

VOLUNTEER EXPERIENCE OR LEADERSHIP

Pastoral Counseling and Family Therapy Group: listening & family coaching.

Management of the Marriage preparation Center (Jbeil-diplomat).

Music (singing and playing piano /vocal teaching/member of USEK oriental singing choir)

- Writing (poems, novels...)
- Teaching

REFERENCES ARE AVAILABLE UPON REQUEST

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