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📍 Lebanon, Beirut, Chyah

ATTENDING AND CERTIFICATE COURSES

IOSH MANAGING
SAFELY ●●●●●●

OSHA OIL AND GAS
HEALTH AND SAFETY ●●●●●●

PROTOCOL AND
ETIQUETTE FOR
QUALITY BUSINESS
MANAGEMENT ●●●●●●

ISO 45001:2018
OCCUPATIONAL
HEALTH AND SAFETY ●●●●●●

ISO 14001:2015
ENVIRONMENTAL
MANAGEMENT
SYSTEM ●●●●●●

FIRE SAFETY AND
FIRE EXTINGUISHER
AWARENESS
TRAINING •
EMERGENCY BASIC
FIRST ●●●●●●

EMERGENCY BASIC
FIRST AID ADULT,
CHILD, INFANT CPR ●●●●●●

MASTER MICROSOFT
OFFICE 2003: WORD
EXPERT, EXCEL
EXPERT, POWER
POINT AND ACCESS. ●●●●●●

RABIH TAHA

Shift team leader



EXPERIENCE

Prosec security subcontractors for EU embassy

Shift team leader

June 2018 - October 2018

- Secures premises and personnel by patrolling property, monitoring surveillance equipment; inspecting buildings, equipment and access points.
- Prevents losses and damage by reporting irregularities, informing violators of the policy and procedures.
- Obtains help by sounding alarms.
- Contributes to team effort by accomplishing related results as needed.
- CCTV.
- Controls traffic by directing drivers.
- Secures the road on ambassador entry and leave.
- Secures guests on meeting.

Nour sarl

Administrator manager

August 2015 - March 2018

- Managing all warehouse operations in and out with low limit goods
- Follow up with suppliers, shipping agencies and Lebanese clearing customs.
- Filing all operations from suppliers and customers.
- Managing the account's budget and invoicing the client.
- Supervising day-to-day operations of the administrative department and staff members.
- Contributes with clearing customs agencies.
- Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.

Petroalliance subcontractors for AFREN Mena Petroleum

Main Campus Supervisor

December 2013 - March 2015

- Facility's management.
- Manages and coordinates maintenance and repairs on camp facilities including plumbing, painting, carpentry, cleaning, generators, irrigation, plants and electrical duties, etc.
- Supervises and orients camp Laborers.
- Training camp workers on health and safety, CPR, etc.
- Assumes responsibility for weekly camp attendance summary, financial records and other required reports.
- POB, daily peoples on board sent to AFREN head office (London), area manager, security manager, health and safety manager and clinic.
- Daily and monthly reports about operations on camp.

MICROSOFT
CERTIFIED DESKTOP
SUPPORT
TECHNICIAN.

MICROSOFT
CERTIFIED
TECHNOLOGY
SPECIALISTS.

REFERENCE

Major Elias Younis - "Prosec security "

Work manager
0096181477082

Mr. Gerry Newell - "Seraji group - Eagles"

Work friends
g2444r7610n@gmail.com
+44 7804 651301

Mr. Claudio Inota - "AFREN Mena "

AFREN security manager
k_clontu@yahoo.com
+40 721 567 262

- Monthly meeting with AFREN area general manager.
- Always make sure about health and safety in all camp areas.
- Supervises kitchen and canteens, senior and junior.
- Preparing food menu each 2 weeks for senior and junior.
- Supervisions all warehouses (chemicals, materials and food).
- Reviews all types of requests for camp and approve it before sending it to AFREN and petroalliance head office.

Sageto nig ltd

Procurement and logistics manager

February 2012 - December 2013

- Inspection all materials arrived if it's the same goods that we asked for.
 - Purchases all sites need and delivered at the same time.
 - Build a strong relationship with our suppliers.
 - Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times.
 - Nurtures relationships with suppliers to negotiate the best prices for company.
 - Assesses total costs of company purchases.
 - Planning and managing logistics, warehouse, transportation.
 - Directing, optimizing and coordinating full order cycle.
 - Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency.
- Note: more then 11 constructions site in 4 states.

Arab institute est.

IT assistant manager and computer lecturer coordinator

May 2009 - December 2010

- Building networks labs for students.
- Installing, configuration and troubleshooting networks across all schools and institutions.
- Installing and troubleshooting computers, printers, scanners, network equipment's, etc.
- Proctor on Microsoft Office exams for teachers and students (more then 300 exam yearly).
- Coordinates with computer teachers about subjects and materials.

Fast Mondial and marine

Air and sea clearing coordinator

April 2006 - February 2009

- Check out all documents from shipping order, invoices, clients paper.
- Prepare and types declarations on nofza software and sending it to Lebanese customs software NAJEM.
- Follow up and make sure with customers about goods types and packages.

Lebanese army Air force

Technical Soldier

June 1999 - February 2001

- Airplane technician
- Gaurd airplane
- Guiding pilots on landings and flights on airport runway.
- Help maintenance Choppers.
- Secures airports and airplanes.



EDUCATION

Art, Science and Technology university

Bachelor of science :Computer Communications

2.56 /4

2005

Hussain Bin Ali Institute

Technical supervisor : Business Computer MIS

15/20

2002

Ali Al Akbar Institute

Baccalaureate Electricity

11/20

1997



ACHIEVEMENTS & AWARDS

120 perfect day each day, no accidents or incidents

Best project award in network II course

Designing diesel flow to generators



PERSONAL PROFILE

Date of Birth : 25/01/1978

Marital Status : Single

Nationality : Lebanese

Known Languages : English, Arabic