

Ahmad Haydar Ahmad

Chiyah Assad El Assad, Beirut, Lebanon

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Date of Birth: November-8-1982

Gender: Male

Nationality: Lebanese

Marital Status: Single

Objective

Seeking a challenging job within your company where I can employ my skills and my experience

Key Skills

- ✧ Excellent computer skills
- ✧ Flexibility to adapt to pressure.
- ✧ Organized, attentive to details, highly productive

Work experience

Association of co-owners of plot 1354 (Marina Towers) (Down Town, Beirut)

• Operations Coordinator

February 2015 – November 2019.

- _ Dealing with third party companies and reviewing the contracts and the terms of work
- _ Controlling and following up on the maintenance reports
- _ Communicating with the owners and their representatives, organizing their bills and their municipality fees
- _ Reporting insurance claims for property and machinery breakdowns
- _ Preparing the Purchase Requisition & Service Requisition
- _ Dealing with the suppliers: Negotiating them to get better prices & following-up on the delivery time of ordered items
- _ Files' Archiving
- _ Organizing project's maps
- _ Preparing & sending the bills to the accounting department
- _ Reviewing the checks prepared by the accounting department and sending them to be signed and handed to the suppliers
- _ Preparing employees' legal documents (CNSS, R3, R3-1, R4)

Stow Facility Management (Marina Towers) (Down Town, Beirut)

- **Storekeeper / Stock Controller**

January 2010 – January 2015.

- Receiving the material from the supplier and making sure that it has been sent on the basis of purchase order
- Sending purchase orders to the Purchasing Department
- Entering data and editing stock orders in a computerized inventory system

- **Administrative Assistant**

November 2014 – January 2015.

- Dealing with third party companies and reviewing the contracts and the terms of work
- Controlling and following up the maintenance reports
- Communicating with owners and their representatives, organizing their bills and their municipality fees
- Reporting insurance claims for property and machinery breakdowns

Expo Occasion DA'EM

- **Accounting**

July 2009 - October 2009.

Kamal Loubani For Expertise & Accounts Revision

- **Accounting Training**

February 2009 - May 2009.

Computer Skills

- ✧ Microsoft Office (Word, Excel, Power Point)
- ✧ Proteus (CMMS)
- ✧ Internet Browsing and Searching

Education

- ✧ **Superior Technician in Expertise & Accounts Revision**

Arabic Institute - Hussein Bin Ali Institute (HBA)

2006 - 2007

- ✧ **Technical baccalaureate in Accounting & Computer**

Arabic Institute - Hussein Bin Ali Institute (HBA)

2003 - 2004