

Madi Azar
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Date of birth: 29/05/1986 Citizenship: Lebanese

WORK EXPERIENCE

Mersaco, Lebanon Procurement Specialist

**February 2019 - Present
May 2021 – Present**

- Interacting with Quality, Marketing And Supply Chain departments Project
- Managing inventory, including auditing, forecasting and planning
- Preparing SLAs for approved and qualified Vendors
- Analyzing the demand forecast and set the Procurement plan and yearly budget.
- Evaluating approved existing and potential suppliers (price, production time, payment agreement, quality, product varieties...etc.) and updating or terminating contracts with suppliers.

Procurement and Vendor Management Officer

February 2019-May 2021

- Vendor Evaluation of new potential and existing on Approved List
- Assisting in the Yearly Budget preparation
- Sourcing for best products according to requirements and specs provided by technical advisors
- Negotiating Contracts of yearly services and renewals and Assets Maintenance provided
- Purchasing of consumables through stock Min/Max
- Searching for backup/alternative items with the better competitive price

Pharmagroup, Lebanon Procurement and Maintenance Officer

September 2017 - July 2018

- Handling Facility Management (3 facilities HQ, Factory and Pharmacy)
- Coordinating of Budget with Director of Operations
- Tracking orders, contracts and negotiating with suppliers for updated/new contracts
- Leading maintenance and security team to ensure proper operations of works
- Searching for backup/alternative items with the better competitive price
- Managing of Assets

Ana AQRAA (NGO), Lebanon Procurement Officer (Project of 3 months)

May 2017 - August 2017

- Following up Procurement and orders for Schools all-over Lebanon
- Negotiating and tracking leasing contracts for new facilities
- Preparing Bids with new suppliers

Infopro, Lebanon
Market Research (Contract)

January 2017- May 2017

- Analytic research based on information provided
- Traveling all over Lebanon for implementing data from different schools selected

MetLife Alico, Lebanon
Business Consultant

June 2016 - May 2017

- Connecting with potential customers, extract their needs, recommending the best product regarding requirements and budget and following up with policies requirements in order to close the deal

Zerock Construction Congo SARL (Zerock Group)
2016

January 2015 - February

Supply Chain Supervisor (1 year Contract)

- Purchasing of raw and construction materials
- Supervising the supply chain team (contracts and legal, maintenance, logistics, warehouse and fleet delivery) in order to maintain the normal flow of work
- Implementing internal rules and regulations for main Warehouse
- Working closely with Lebanon HQ in order to prepare stock items orders from abroad
- Searching, negotiating and contract signing appropriate housings, furniture for expatriates according to the living conditions proposed, and handling maintenance

Mitsulift and Equipment S.A.L., Lebanon
Purchasing Officer

March 2011 - July 2014

- Sourcing in the Local Market such as steel, tools, stainless, wood and different electronics and decorative items
- Handling purchase needs by receiving purchase requisitions, sending enquiries to suppliers and following up on offers receipt
- Outsourcing new potential suppliers, and test trial for new brands for Quality approval
- Negotiating payment terms and delivery deadlines with suppliers and handle their accounts
- Controlling stock value and site receipt vouchers

L.E.H Engineering and Contracting S.A.R.L., Lebanon
Procurement Officer

March 2009 – January 2011

- Preparing and analyzing quotations for best purchase package in terms of quality, price, payment terms, delivery deadlines and service level
- Proceeding purchase orders and documents and follow up delivery
- Coordinating delivery of tools and fleet management to sites

Manuella Restaurant, Lebanon
Purchasing and Customer Service Officer

2004 - 2009

- Greeting customers
- Placing orders of missing items on a daily basis
- Managing stock

EDUCATION

Bachelor in Business Management (BBA Management)
USEK, Kaslik

January 2009

Baccalaureate in Life Science
Lycee Francais, Nahr Ibrahim

Lebanon 2005

Languages	Computer Skills
Written and spoken fluently: Arabic, English, French	Microsoft Office (Essentials, Microsoft Project applications, Access) Oracle JDE Omega, Softmind Business Pack (VB 6), SAP (4 months) PCM (Project Control Management.)
TRAININGS AND CERTIFICATES:	
LinkedIn Learning: Ecommerce Fundamentals, Projects management foundations: Procurement and Budget, Supply Chain and Operations Management tips, negotiating the nonnegotiable	
Apave: Internal Auditor	
M.C.A: Emotional Intelligence	
ICTN: Communication and Negotiation Skills, Business writing	
Wydner Coaches: No Nonsense Coaching	
Starmanship: 7 Habits of highly effective People	
Mitsulift Academy: Sales and Negotiation skills	

INTEREST AND ACTIVITIES

- Bodybuilding, Basketball, Football
- Member of Mitsulift's Basketball Team, Coordinator, and Organizer of all basketball team activities
- Sports Event Manager (Sportsmania): Budgeting, Follow up sponsors, Budget management

REFERENCES

Available upon request