



Bader Ardroumli

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SUMMARY

More than 14 years of dynamic experience in the construction, finishing, low current, consumer products, and manufacturing.

Having influential negotiation skills to mediate contracts and create profitable partnerships, can easily address clients' needs and present them with a solution.

Exceptional problem solver and team leader dedicated to reducing cost, improving quality and speed of work without compromising the scope of the project.

PROFESSIONAL EXPERIENCE

Operations manager, Hajj Shehade Trade & Reconstruction - Beirut

Aug 2019 – Mar 2022

- Scheduled manpower of 100 workers and employees.
- Scheduled all phases of the construction operation process while maintaining the allocated budget.
- Maintained 85% customer service rating.
- Monitored budgets monthly and recommended a shift in expenditures to save \$250K.
- Supervised approximately 60 employees.
- Coordinated delivery schedules to reduce the delivery delays by 12%.
- Performed routine inspections for quality control.
- Responsible for recruiting, new-hire training, and termination.
- Created documentation and quality control measures weekly.
- Proposed an employee incentive program that increased sales by 20% in year 2021.
- Negotiated with long term suppliers to secure 10% discount and established a strong bond with new ones.
- Evaluated supplier contracts, and negotiated with 13 suppliers to save \$500K in 2019.
- Saved 110 monthly hours of administrative work by recommending new CRM software and technical updates.
- Collaborated with teams across 6 departments to increase efficiency.
- Collaborated with the owner and management teams to construct annual budgets, discovering over \$100K in savings.

Procurement Manager, Hajj Shehade Trade & Reconstruction - Beirut

Aug 2014 – Jul 2019

- Prepared and managed purchase orders and subcontracts worth \$5M.
- Approved bills of payment.
- Negotiated a major contract agreement saving an annual cost of \$100K.
- Ensured that all products and services purchased comply with the company's policies.
- Generated and implemented purchasing strategies.
- Managed existing vendor and supplier relationships.
- Monitored returns, Damage replacements, and warranty claims.
- Assisted the executive manager with obtaining competitive price quotations.
- Confirmed purchase availabilities in regards to contracts and other equipment.
- Negotiated and finalized contracts worth \$5M.
- Established terms, pricing, quality requirements, delivery and contracts.
- Reviewed all contracts agreements to achieve "best price/best quality" purchasing.

Business development Manager, Enjaz Superior Finishing Company - Jeddah

Jan 2010 – Apr 2014

- Successfully managed \$21M budget projects and achieved the project scheduled goals.
- Developed and implemented new marketing and sales plans and defined the strategy for the next 4 years.
- Reviewed constantly the customer feedbacks and suggested ways to improve the processes and customer service levels which increased the satisfaction rate from 82% to 90%.
- Ensured that new clients will grow into a loyal customer.

- Managed the sales and promotion of the manufactured products.
- Developed new customer accounts by selling and promoting the value of Enjaz production.
- Prepared around 50 bids and proposals.
- Negotiated contracts and agreements worth \$50M.
- Developed strategies for the adaptation of new technologies in the process of production.
- Negotiated pricing of products to customers and maintained customers contact.
- Obtained competitive information on strategies, new products and direction while communicating it to the executive manager.

Pre Sales Engineer, Tanfeez International Contracting Co. - Jeddah Mar 2008 - Jan 2010

- Successfully closed deals totaling \$3M with prospects by providing expert product advice and demonstrations and increasing sales by 20% in 2 years.
- Provided pre-sales technical support to the sales team and key prospects.
- Conducted product demonstrations and answered technical questions from prospects.
- Developed work breakdown structures (WBS) and system bill of materials (BOM).
- Worked with the product management, engineering, and marketing team to develop and execute 5 new product launches.
- Developed and delivered product presentations and demonstrations.
- Created proposals and quotations for prospects based on customer requirements and technical specification.
- Designed and developed complete solutions including installation and commissioning.
- Scope of work: Low Current; CCCTV SURVEILLANCE SYSTEM, ACCESS CONTROL, FIRE ALARM SYSTEM, EAS SYSTEM, HOME AUTOMATION SYSTEM, INTRUSION SYSTEM, VIDEO/PHONE SYSTEM, DATA NETWORK, MATV/IPTV, PARKING MANAGEMENT SYSTEM, BMS, CINEMA AND MUSIC SYSTEM.

Sales Executive, Tanfeez International Contracting Co. - Jeddah Aug 2007 - Feb 2008

Information Officer Intern, Contracom Contracting Company - Beirut Jan 2006 – Jun 2007

SKILLS

Project Management – Manufacturing and Production - Planning and Scheduling – Contract Negotiation – Documentation – Forecasting – Operations Management - Sales - Quality Assurance – Quality Control – Administration – Procurement – Business Development - Team Building and leadership – Cost Estimation.

COMPUTER SKILLS

- Primavera, CRM and ERP.
- Microsoft Office, Word, Excel, Access, Outlook, Project, Dynamics.
- Website development and e-commerce.
- Database Management.

ACTIVITIES AND CERTIFICATES

- PMP course attended (not taken test yet).
- Certificate in firefighting.
- Certificate in elementary first aid.
- Certificate in personal survival techniques.
- Certificate in I.S.P.S code familiarization.
- Certificate in fire prevention and basic firefighter.
- Certificate in personal safety and social responsibilities.
- Seafaring certificate with boat master rank.
- Charity work and NGO volunteering.
- Fishing, swimming, skiing.

EDUCATION

Lebanese American University, Beirut

Bachelor of Science degree in Management Information System Spring 2007

LANGUAGE: Arabic & English