

Rouba Jabbour Jabbour

Jabbour Jabbour Building, 1st Floor, Atchanet, Mount Leb • (961) 7661 7996 • jabbour.rouba@gmail.com

EDUCATION

Sagesse University Furn El Chebak, Lebanon Master of Business Administration GPA:3.76	1/22
Lebanese University in collaboration with Université de Grenoble Alpes Fanar, Lebanon MS in Biology & Marketing	06/17
Lebanese University Fanar, Lebanon BA in Biochemistry	06/14

EXPERIENCE

Caretek SAL Achrafieh, Lebanon Project Officer / Tender Specialist	10/16 – Present
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- Source and analyze business opportunities for international and local tenders.
- Prepare bid submittal including Administrative file, Technical offer, Bill of quantities, Cost sheets (including freight charges for different means of transport, custom charges and other charges...)
- Coordinate and track all information, communications, documents, materials needed from suppliers and study quotes from various aspects as well as preparing purchase orders after award.
- Ensure tenders are submitted on time and via correct delivery method.
- Assist in the implementation and monitoring of tender procedures and practices.
- Coordinate with all project support staff to ensure projects adhere to frameworks and all deadlines are met.
- Establish and maintain a systematic filing system of all project documentation.
- Use marketing tools in order to increase company's visibility with clients and suppliers.

Some projects executed at Caretek SAL as project coordinator:

- 2020/2021 - Projet d'Amélioration des Service de Cardiologie de Bouaké en Côte d'Ivoire (PASCAB-CI)
- 2020 - Supply of medical Equipment to Governmental Hospitals with the UNHCR
- 2019 - Equip an agro food processing and packaging facility for QAA EL RIM Community with Rene Mouawad Foundation (RMF) funded by USAID

Caretek SAL Achrafieh, Lebanon Administrative Coordinator / Projects division	07/16 – 10/16
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- Summarize tender conditions and prepare relevant administrative documents for submission abiding by the deadline.
- Maintain a systematic filing system of all correspondences related to projects.

Private tutoring	10/15 – 05/20
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- Private lessons for high school students in Chemistry, Math, Physic & Biology

EXTRACURRICULAR

"TOWARDS A STRONG AND SUSTAINABLE LOCAL ECONOMY" with Robert Schuman Institute - Europe	09/21
"The Fundamentals of Digital Marketing" with Google Digital Garage. Certificate ID: STE Q5U 7AH	11/20
"Big Kahunah Sales Coaching Program" and "Sitting ducks "Negotiation" & Mental candy Coaching" with Wydner Coaches	07/19
"Municipality Internship Project" with EDGE for Lebanon in partnership with the U.S Embassy Beirut Objective: Establishing safer roads to vehicles passing by Atchanet and to citizens of Atchanet	09/15

SKILLS

Computer: Excel, PowerPoint, Word, Outlook and C++.

Languages: Native Arabic. Fluent in English and French.

Personal Skills: Deadline-driven, Ability to work under pressure, Team working, Problem solving and Communication Skills.