

# MAHER MOHAMMAD MARWAN AL BAWAB

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## OBJECTIVE

I aspire to work in an organization where I can invest my experience in the fields of administration, procurement, and accounting, as well as learn new skills that can help me advance in my career. I am a hard worker, initiative taking, and problem solver with teams I work with.

## SKILLSET

Soft Skills	Technical Skills
<ul style="list-style-type: none"><li>• Ability to work under pressure</li><li>• Ability to work individually and in teams</li><li>• Ability to solve problems efficiently</li><li>• Excellent communication skills</li><li>• Excellent negotiation skills</li><li>• Good command of Arabic language and moderate skills in English and French languages</li><li>• Training: Sharing Effective and Affective Feedback – Flawless Consulting Skills part 1 and 2</li></ul>	<ul style="list-style-type: none"><li>• Ability to coordinate multiple administration tasks</li><li>• Ability to manage procurement efficiently</li><li>• Ability to manipulate accounting software such as Brains</li><li>• Proficient in manipulating operating systems such as Google, Microsoft Windows, PeachTree, Orange, and Brains.</li><li>• Good command of computer skills such as Microsoft Office programs (Word, Excel, PowerPoint, Project, Access), and visual basic.</li><li>• Certified in ICDL</li></ul>

## EXPERIENCE

### BEYOND GROUP

Apr 2018- Sept 2022

*Administration and Procurement Coordinator*

#### Office Management

- Supervise the smooth running of the office including maintenance, logistics, and people requests
- Manage relationships with various suppliers in Lebanon and abroad (IT/Banks/office supplies/translation/legal/travel/Insurance. Etc.)
- Handle petty cash payments and update petty cash records accordingly
- Administer filing and archiving of accounting, legal and technical documents
- Implement administrative policies and procedures including travel and government paperwork

#### Procurement Support

- Oversee procurement policies and procedures implementation by team members
- Ensure the procurement process compliance with the EU Financial Regulations and Rules
- Manage and maintain procurement data and records throughout the process
- Coordinate with the accountant on various financial reporting for clients
- Support in reporting on accounting and procurement for EU projects

#### Accounting Tasks

- Enter data on Brains accounting software
- Conduct banks reconciliation and updates
- Report on petty cash management
- Prepare Cashflow

### LODYS RESTAURANT

2017 - 2018

*Restaurant Manager*

- Overseeing the efficient running and profitability of the restaurant
- Supervise 55 employees
- Responding efficiently and accurately to restaurant customer complaints

**ZAATAR W ZEIT****2014 - 2017***Team Leader*

- Supervise service and Food Quality
- Order and Prepare from suppliers and Central Kitchen
- Supervise the process of Food Safety ISO 22000

**AKACIA FOR WOOD KITCHEN & DOORS****2013 - 2014***Accountant*

- Data Entry on PeachTree and Orange System
- Prepare and Issue Salary Slips

**EDUCATION AND TRAINING**

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**Beirut Arab University****2011 - 2015**

Bachelor of Business Administration, Focus on Accounting

**Training**

Sharing Effective and Affective Feedback, Beyond Group

2019

Flawless Consulting Skills part 1 and 2, Beyond Group

2020

**ACTIVITIES**

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- Member of the Red Cross – Youth Department
- Member of the Treasury Committee at the Red Cross

**REFERENCES**

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- To be delivered upon request.