

Mohammad Youssef Siblini

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Beirut-Lebanon



Objective

Highly qualified logistics & procurement officer with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects.

Education

- **Beirut Arab University** : Masters in Project Management Engineering (June 2021) Beirut, Lebanon
- **Beirut Arab University** : BE in Civil Engineering (June 2018) Beirut, Lebanon
- **Iman Pilot School** : Life Science- (June 2013) Beirut, Lebanon

Professional Experience

2018, July – Present **Makhzoumi Foundation – UNHCR Project**
Logistics and Procurement Officer

- Maintenance supervision for plumbing, low voltage, low current, firefighting systems, water treatment, power generation, Solar System, UPS system.
- Management of subcontractor's maintenance works.
- Coordination of sites and logistics operations.
- Management of order tracking.
- Stock arrangement of raw materials and equipment to ensure needs are met.
- Calling for committees for selected purchase requests.
- Management of reception, storage, and distribution for all goods purchased to their respective requestors as per the procurement manager's instructions and confirmation.
- Communication with suppliers, retailers, and customers to achieve profitable deals and mutual satisfaction.
- Compilation and maintenance of suppliers list per base.
- Reporting any abnormal usage or abuse of equipment or assets to the Logistics and Procurement Supervisor.
- Reception and processing of warehouse stock products, warehouse inventory controls, and maintaining quality standards.

2018, Feb - Present **Eco -Beirut**

- ▽ Management of different types of projects ex: Residential buildings, and Villas.
- ▽ Designing foundations, columns, shear walls, slabs, stairs, beams and retaining walls.
- ▽ Issuing design drawings, shop drawings, quantity survey and billing of quantities.
- ▽ Site assistant supervision and analysis for the projects under construction.

2017, Aug. – Sept.

Chaar Group

Intern - 3934 Mazraa (residential building 4 basements & 12 floors)

- Supervision of the preparation of post-tension cables which was conducted by the subcontractor.
- Preparation of all the steel orders and block walls for the site works.
- Execution of the BOQ of steel & concrete in addition to the supervision of the work done.

2016, Jan-Feb

GENECO

Intern - New Bank Med Headquarters

- Learned to operate and supervise the operation of the Doka climbing system.
- Examined the installation of the post tension ducts and their jacking.
- Analyzed architectural plans and drawings of the project.
- Checked the steel reinforcement.

Researches

Recycled Rubber in Concrete: (final year project)

- Managed to test the impact strength of the concrete.

Skills and Knowledge

Arabic ●●●●●●●●

English ●●●●●●○

Computer Skills: Microsoft Office, ETABS, SAFE, AutoCAD.

References are available upon request