



# Houssam Mohamad Akileh

07/11/1998



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## WORK EXPERIENCE

- **UNRWA LEBANESE FIELD OFFICE - KFW Project Based Contract**  
*Procurement Assistant - June22'-Sept22'*
  - Receive and review purchase request
  - Research potential vendors
  - Invite suppliers to bid
  - Compare and evaluate offers
  - Assist with record management by filing
- **Active Ageing House (NGO) - KFW Project Based Contract**  
*Administration Officer - Jan22'-May22*
  - Develop, oversee, and manage overall operations.
  - Overseeing and following with staff
  - Maintain and update database and reports
  - Make sure that accurate records of document flow properly filed and archived
- **Social Support Society (NGO) - KFW Project Based Contract**  
*Data Entry Officer - May21'-Sept21'*
  - Transfer hardcopy data to the database system
  - keep existing data updated
  - Make data easily tracked
- **Facility Fit & Fix SAL.**  
*Procurement Specialist - Jan18'-Feb21'*
  - Receive the Request and check the availability in our warehouse
  - Ask suppliers for quotations
  - Raise a purchase order

## CERTIFICATES

- Digital Marketing workshop - *Beirut Arab University*
- INTERNET & COMPUTING 3 (IC3) - *Beirut Arab University*

## LANGUAGES

- Arabic: Expert
- English: Fluent

## ACADEMIC BACKGROUND

**BA. Marketing & Advertising – 2020**  
*Beirut Arab University*

## SKILLS

Communication

Organization

Team Building

Problem Solving

Time Management

Computer Literacy