



MAHDI MARWANI

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A business-oriented individual with a degree in Business Finance and over 3 years of experience in managing large-scale projects, executing high profile corporate events and overseeing procurement and supply chains to achieve quality assurance

EXPERIENCE

FEB 2024-
TODAY

PROJECT MANAGER, WORLDWIDE TRAVEL AND TOURISM

- Led a team of Event Executives and delegated client requests by assigning events to team members and supporting them with allocated resources of supplier data
- Planned the implementation process, monitored the budgeting criteria of each Event, tracked the work progress of each member and solved any rising problems, evaluated project results and approved issued invoices and reports
- Maintained relations with clients and vendors, signed contracts for confirmed projects, and followed up on ongoing communications with all parties
- Coordinated with the Business Development team in seeking new opportunities including participating in and applying to business tenders and bids

AUG 2021 -
FEB 2024

CORPORATE EVENTS EXECUTIVE, WORLDWIDE TRAVEL AND TOURISM

- Provided full event services worldwide for corporate clients including conferences and workshops for international firms, global organizations and multiple United Nations entities
- Handled client Requests and communicated with specialized supply chains to obtain negotiable offers in order to submit competitive proposals
- Played a crucial role in managing projects and taking care of all event logistics such as conference rooms and meeting venues, accommodation and hotel reservations, audio-visual and virtual services, branding and media production as well as transportation services
- Executed projects in multiple countries around the world and traveled to coordinate on-ground operations between all service providers to achieve event success and quality assurance

JAN 2021 -
AUG 2021

TOUR OPERATOR, ALTAIR TRAVEL AND TOURISM

- Regularly updated the company's supplier data and shared contact lists with designated team members
- Assisted in the booking and documentation process of issued Flight Tickets on different GDS systems such as Sabre, Amadeus & Galileo
- Conducted travel research for hotels and tour packages in various countries using online booking websites
- Provided VISA facilitation services including Embassy appointments and preparation of documents

INTERNSHIPS AND VOLUNTEERING

AUG 2020 -
SEP 2020

INTERN, FIRST NATIONAL BANK

- Learned about the process and documentation of Bank Transfers, role of Intermediary Banks in addition to credit facilities and competitive advantages within the banking sector
- Reconciliated bank statements and customer accounts and prepared Payables and Receivables Reports
- Assisted in Customer service and handling inquiries related to service quality

JUN 2020 -
AUG 2020

VOLUNTEER, FOODBLESSED

- Provided Food portions and Meals for an Orphanage School
- Worked as part of a high-spirited team and coordinating with members to complete assigned tasks

EDUCATION

AUGUST 2021

MASTER'S DEGREE IN FINANCE, AMERICAN UNIVERSITY OF BEIRUT

JUNE 2020

BACHELOR'S DEGREE IN BUSINESS, LEBANESE AMERICAN UNIVERSITY

TRAINING AND CERTIFICATES

JANUARY
2024

TIME MANAGEMENT TRAINING, GLOBAL TALK EDUCATION

DECEMBER
2022

PUBLIC RELATIONS DYNAMICS, GLOBAL TALK EDUCATION

SKILLS

- Attention to detail and accuracy in managing the risks of ongoing projects
- Strong verbal and written communication skills and efficient negotiation skills with all supply chain parties
- Ability to work as a team player with the capability of handling a managerial role
- Proficient computer skills with Microsoft Office (Outlook, Excel, Word, PowerPoint, etc.)

LANGUAGES

- Arabic: Native / Bilingual
- English: Fluent / Proficient
- Willing to learn: Spanish / French

ACTIVITIES

- Traveling and exploring new cities
- Fitness and regular workout
- Football and other sports
- Movie reviews and analysis