

MOHAMMAD AKKAWI

Executive, Operations & Procurement Support Professional

Beirut, Lebanon | +961 76 050 167 | mohamadakawi01@gmail.com | LinkedIn: [Mohammad Akkawi](#)

PROFESSIONAL SUMMARY

Highly organized **operations, procurement, and administrative support professional** with experience supporting leadership, managing procurement processes, coordinating schedules, and maintaining financial and contractual documentation. Proven ability to work in **NGO and education environments**, ensuring compliance, accurate reporting, and effective cross-functional coordination. Strong attention to detail, communication skills, and process-oriented mindset.

CORE COMPETENCIES

- Operations & Administrative Support
 - Procurement & Vendor Management
 - Purchase Orders & Invoice Tracking
 - Contracts & Financial Documentation
 - Executive & Calendar Management
 - Reporting & Data Management
 - Professional Correspondence
 - MS Office & Advanced Excel
 - Power BI (Basic)
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PROFESSIONAL EXPERIENCE

Procurement Officer

CIS College – Beirut, Lebanon | Jan 2025 – Present

- Coordinate and process procurement requests in compliance with institutional policies and procedures.
 - Evaluate supplier quotations, negotiate pricing and terms, and manage vendor relationships.
 - Track purchase orders, delivery timelines, and payment status.
 - Maintain accurate procurement files, including contracts, invoices, and supporting documentation.
 - Support reporting requirements and contribute to procurement process improvements.
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Data Management Officer

UNRWA – Siblino, Lebanon | Oct 2024 – Jan 2025

- Maintain accurate program databases and ensure timely data updates.
 - Prepare operational reports and dashboards for management review.
 - Conduct data quality checks to ensure consistency and reliability.
 - Provide guidance and basic training to staff on data entry and reporting procedures.
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Operations Coordinator

Facilitate International – Zouk Mosbeh, Lebanon | Sep 2023 – Oct 2024

- Supported management with daily operational coordination, scheduling, and documentation.

- Prepared and organized bids, proposals, and financial documentation.
 - Coordinated client information, logistics, and material procurement.
 - Identified and resolved invoice discrepancies and project-related issues.
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Administrative Assistant

AL-JANA / ARCPA – Lebanon | Jan 2023 – Sep 2023

- Managed calendars, meetings, correspondence, and meeting minutes.
 - Assisted with procurement requests, expense tracking, and reporting activities.
 - Supported program documentation, monitoring, and evaluation processes.
 - Coordinated communication between internal teams and external stakeholders.
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EDUCATION

Bachelor of Business Administration (BBA) | International Business Management | Lebanese International University (LIU)
| June 2023

TRAINING & CERTIFICATIONS

- Junior Accountant Program – Accounting Training Academy
- International Human Rights Law – AL-JANA / ARCPA
- Life Skills Training – AL-JANA / ARCPA