

ANDREW DIBO



Lebanese



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15-09-1994



Beirut, Lebanon



andrewdibo94

LANGUAGES

- Arabic (Fluent)
- English (Fluent)
- French (Basic)

TRAININGS

- Certified Training Manager
- Certified HACCP And Food Safety Procedure
- Inventory Control
- Budget Management
- Marketing And Promotions
- Quality Assurance
- Team Building Program
- Customer service
- Suggestive Selling program
- Basic Food Hygiene Program
- Sales Training for Restaurants

PROGRAM SKILLS

- Manager
- SAP
- Marketman
- Microsoft 365
- Omega System
- Squirrel System
- Access Database

EDUCATION

MASTERS LEVEL COURSES IN SUPPLY CHAIN MANAGEMENT

Sagesse University
2020 - 2021

BACHELOR IN BUSINESS MANAGEMENT

Al Kafaat University
2014 - 2018

LEBANESE BACCALAUREATE (ECONOMICS)

Beirut Baptist School
2000 - 2012

CERTIFICATES

- Certified Junior Accounting
(Learn Business Center)
- Certified Training Manager (Dave's Hot Chicken)
- Certified For Restaurant Openings
(Roadster Diner)

HOBBIES

Hiking, Biking, ATV, and Swimming

PROFILE

Motivated and resourceful Procurement Associate with experience in operations management and a strong foundation in supply chain and procurement practices. Equipped with relevant supply chain management coursework and hands-on experience in sourcing, contract management, and supplier negotiations. Known for strong communication skills, a collaborative mindset, and attention to detail. Dedicated to exceeding expectations, thriving in team environments, and contributing to efficient, cost-effective procurement that supports long-term organizational growth.

EXPERIENCE

Procurement Associate Azurreo - Paris, France
07/2025-Current (Remote Job)

- Supported sourcing of goods, services, and real estate
- Managed daily communication with suppliers and contractors
- Evaluated suppliers for cost, quality, and compliance
- Tracked purchases and maintained procurement records
- Drafted and managed contracts, POs, and agreements
- Led and supported supplier negotiations
- Collaborated cross-functionally to align procurement with business needs

RESTAURANT GENERAL MANAGER Dave's Hot Chicken - Riyadh, KSA
07/2023-05/2025

- Operations Management
- Purchasing Management
- Supplier Relations
- Inventory Control
- Financial Management
- Staff Management
- Menu Development
- Marketing And Promotion
- Customer Service
- Compliance And Safety

ASSISTANT RESTAURANT MANAGER Layali/Nisrine Restaurant - Doha, Qatar

01/2021 - 05/2023

- Daily Operation
- Financial Oversight
- Menu And Service Standards
- Health And Safety Compliance
- Problem Solving
- Reporting And Communicating
- Staff Management

SUPPLY CHAIN COORDINATOR Ghia Holding - Beirut, Lebanon

09/2019 - 11/2020

- Inventory Management
- Order Processing
- Supplier Relations
- Logistics Coordination
- Data Analysis
- Process Improvement
- Documentation And Compliance

RESTAURANT FLOOR MANAGER DIVVY - Beirut, Lebanon

05/2016 - 10/2021

- Supervising Staff
- Customer Service
- Training
- Shift Management
- Inventory Control
- Collaborating With Kitchen Staff
- Feedback And Reporting

ACCOUNTANT Arrows Creative Agency - Jounieh, Lebanon

09/2019 - 11/2020

- Financial Record Keeping
- Budgeting And Forecasting
- Audit Support
- Tax Preparation
- Preparing Financial Statements
- Accounts Payable And Receivable

RESTAURANT TEAM LEADER Roadster's Diner - Beirut, Lebanon

11/2012 - 02/2016

- Shift Management
- Communication
- Customer Service
- Performance Monitoring
- Problem Solving