

# MOSTAFA AL ARAB

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## PROFESSIONAL PROFILE

Results-oriented Project & Operations Specialist with over 4 years of experience supporting international development programs (GIZ, UNICEF, SPARK). Expert in administrative coordination, digital knowledge management (DMS/SharePoint), and procurement compliance. Proven ability to act as a liaison between partners, and local stakeholders. Skilled in steering operational processes with high integrity, ensuring EU GDPR compliance and gender-sensitive project implementation within the Lebanese context.

## PROFESSIONAL EXPERIENCE

### **Operations Specialist | SABA & Co Lebanon - Beirut, Lebanon | Oct 2025 - Present**

- Streamline administrative operations for complex IP activities, ensuring 100% accuracy in registration and renewal documentation.
- Handling the contactors and the suppliers' follow up communication and negotiation.
- Manage communication flow between finance and operations units to resolve unsettled balances.
- Maintain and update associate databases, evaluating performance and contractual terms to ensure operational efficiency.
- Key Achievement: Reduced bad debt ratio by 1% through rigorous follow-up and process optimization

### **Procurement Assistant | GIZ Lebanon - Beirut, Lebanon | Jan 2024 – June 2025**

- handling all administrative tasks, meetings facilitation, Minutes of Meetings (MoM), and coordinating events, logistics, sustainability focal point.
- steered the digital archiving process as a records manager using DMS, SharePoint, and MS Teams in strict compliance with EU GDPR and internal audit protocols.
- consistently applied the 4-Eye Principle in all administrative and procurement workflows, ensuring transparency and dual-verification for all financial transactions and contracts in line with GIZ PUR and internal SOPs.
- Assisted in checking invoices, processing advance payments, and submitting travel claims and car logbooks via WINPACCS
- Handled RFQs, issued Purchase Orders (POs), Strictly upheld GIZ's Zero Tolerance for Fraud and Anti-Corruption policies by conducting rigorous market research and vendor vetting to ensure ethical procurement cycles.
- Contributed to office-wide sustainability and as part of a GIZ's sustainability campaign by implementing recycling, composting and waste management solutions.

### **Procurement Officer | The Nawaya Network Beirut, Lebanon | Jan 2021 – Dec 2023**

- Project Coordination: Managed full-cycle logistics for the UNICEF-funded GIL Program, providing administrative support for 400+ startups.
- Stakeholder Management: Coordinated with local NGOs and technical partners to ensure timely resource delivery.
- Compliance: Maintained 100% compliance with donor standards, achieving flawless audit scores across multiple cycles.
- Documentation: Drafted ToRs and reviewed supplier contracts for technical alignment and value

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## EDUCATION

### **B.A. in Business and Finance | Lebanese University 2018 – 2021**

- Key Focus: Management, Statistics, Accounting, and Corporate Finance.
- Graduation Project: Analysis of the Financial Balance Sheet of Aluxal S.A.L.

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## CORE COMPETENCIES

- Specialist Skills: Familiar in GIZ PUR, DMS, Winpaccs, and SAP.
- Digital Literacy: Advanced handling of digital data and virtual spaces (MS Teams/SharePoint).
- Social Skills: Skilled in Intercultural Communication, empathy, and conflict-sensitive negotiation.
- Personal Skills: High Resilience, capacity to adapt to the Lebanese context, and unwavering Integrity.
- Managerial Skills: Proficient in Project/Process Management and innovative problem-solving.

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## LANGUAGES

**Arabic:** Native - **English:** Advanced (Fluent Written & Spoken) - **French:** Basic