

JAMIL AMMAR

OBJECTIVE

Proficient worker seeking a responsible job position in administration, procurement department. Motivated team player while maintaining high levels of accuracy. Quick to learn new technology and develop in-depth product knowledge. I'm highly adaptable and can work well within a team environment.

CONTACT

- **PHONE:**
+961 76 493 129
- **EMAIL:**
jamilammamar@gmail.com
- **D.O.B:**
03 Sep 2000
- **Nationality:**
Lebanese
- **Address:**
Beirut, Lebanon

SKILLS

- Proficient in using Microsoft Office applications.
- Full knowledge in using POS system.
- Using ERP system
- Able to multitask with accuracy.
- Understanding of the global market

LANGUAGES

- Arabic: Native
- English: Bilingual

EDUCATION

Lebanese International University (LIU) 2022

- B.A Degree in Banking and Finance.

WORK EXPERIENCE

Procurement Officer Middle East Power Beirut, Lebanon Nov 2024 - Present

- Sources, purchases, and manages the goods and services for organization needs by negotiating contracts, evaluating suppliers, and ensuring quality and cost-effectiveness.
- Negotiating favorable terms for contracts with suppliers to ensure the best value for the organization
- Developing strategies for long-term, cost-efficient procurement of necessary supplies and services.
- Maintaining accurate records of purchases, prices, and supplier information.
- Track and schedule all materials, equipment, and make purchase orders (PO).
- Responsible for shipping needed items .

Procurement Officer Mets Energy Bchamoun, Lebanon Feb 2024 – Nov 2024

- Responsible for accurately maintaining records of all purchases, managing inventories, and keeping track of documents or data related to vendors and suppliers.
- Evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.
- Deal with all kind of suppliers to ensure high quality with low cost.
- Responsible for shipping mechanical items for generators.
- Track and schedule all materials, equipment, and make purchase orders (PO).
- Develop and maintain inventory control procedures in the presence of every warehouse supervisor.
- Review supplier proposals and invoices.
- Track and report budgets by month, budget variance, max and min, and actual budget

Global Catering Services Abu Dhabi, UAE 2023-2024 Supervisor at Alya Restaurant

- Scheduling work shifts and approving or declining Crew Members' requests for leave and time off.
- Resolving customer complaints and answering questions regarding pricing and menu items.
- Managing department labor and productivity.

- Recruit, develop, train and appraise staff as directed by the Deputy Hospitality Operations Manager

Senior Captain Waiter at Bosphorus restaurant

- Educating crew members on proper food handling procedures and customer service.
- Delivering superior food and beverage service and maximizing customer satisfaction.
- Assist manager by getting involved in planning and organizing of special events.

Team Leader

Saint George Yacht Club and Marina Ain Mreisseh, Lebanon 2019- 2022

- Maintaining high standards among the staff and ensuring a memorably good experience for customers.
- Supervising the activities of servers, cooks, hosts, and other crew members.
- Responding efficiently to restaurant customer complaints.

REFERENCES

Available upon request.
