

Houssein Rifai

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Casablanca – Morocco.

PROFESSIONAL QUALIFICATIONS

- **Senior Procurement coordinator** – May 2014 – present (6 years) at **AVM**
(Task description: Ascertain the best products and suppliers in terms of best value, delivery schedules and quality, liaise between our main store - projects warehouses and relevant internal technical departments, build and maintain good relationships with new and existing suppliers, negotiate and agree contracts - monitoring the quality of services provided, control and supervise the yearly inventory process) - Casablanca, Morocco.
- **Floor supervisor** - April 2013 to April 2014 (1 year) at **MAF- Majid al Futtaim for Leisure & Entertainment - Magic Planet**. (Task description: store management, handling the inventory process, Software check for all stations, delivering daily reports, money management, staff supervising, cashier system, managing redemption items, handling logistics) – City Center Mall, Beirut, Lebanon.
- **Project manager assistant** - February 2012 to March 2013(1 year, 1 month): opening new department at **Global Univ**. (Task description: set estimated budget, set and execute financial plans, set and execute a marketing campaign, team selection, following the legal tasks according to the certificate, managing files and archives, building connections with other universities, handling the purchasing process for the equipment and logistics).
- **Sales - Customer Service** Summer 2011 (3 months) at “**Bluemen**” store for cell phones, by managing bills, selling - buying cell phones, rechargeable cards and repair parts for mobiles – Hamra Street, Beirut, Lebanon.
- **Account manager** - Summer 2006, 2007, 2008, 2010 (1 year, 2 months) at “**Rifai store for cars and motors repair parts**” by handling the cash and managing bills from suppliers and customers – Jamal Abdel Nasser square, Baalbek, Lebanon.

EDUCATIONAL & SPECIAL QUALIFICATIONS

University Degrees:

- **Bachelor of Business Magt.** (Marketing/HRM/Acctng): **Global University, Beirut. 2012.**
- **Certificate of Achievement** from **FormaTech** (Integrated learning centers) stamped by Microsoft –Microsoft Excel-Advanced level.

Recommendation Letters (Academic):

- Very Good Academic Performance
- Very Good Academic Performance

Organization Behavior Spring 2012
Consumer Behavior Fall 2011.

Seminars & Workshops:

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|------------------------------|------------------|------|
| • Bio-technological workshop | UNICCO Hall | 2011 |
| • IT workshop | Beit Al Tabib | 2011 |
| • The new ERA in Marketing | Global Uni. Hall | 2012 |

Computer Literacy:

- Expert in BUS-SIM program (Human Resource business simulation)
- Expert in: Excel, Power Point, Word, Internet Search

Language Literacy: Arabic (*Native*), English (*Excellent*), French (*Good*).

Hobbies: Body Building, Swimming, Exercising, Basketball, Football, Reading, Internet Search...

D.O.B: 11/July/1988

P.O.B: Beirut, Lebanon

Marital Status: Single

Citizenship: Lebanese