Wafic

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**OBJECTIVE**

Having a career where my education and experience can be utilized in a team environment with the potential for mutual growth and development.

**EDUCATION**

**Lebanese University** – Beirut Campus, Lebanon

1 Year Biology Course

**RahbatAbra School** – Saida, Lebanon Received: 1990

Baccalaureate: Experimental Science

**WORK EXPERIENCES**

* July 2007 – Present

Abu Dhabi – Abu Dhabi, United Arab Emirates

Purchasing officer

Current project: Louvre Museum Abu Dhabi (contract valued at AED 2.4 billion)

Achieved project: Al Ain University (contract valued at AED 2.4 billion) consists of 36 buildings

Achieved project: Abu Dhabi Financial Center (contract valued at AED 5.4 billion) consists of 4 towers, 2 car parks, 1 stock exchange, and retail

**Job Summary**

A technically experienced Purchasing Officer, in all aspects and environments of purchasing with excellent communication skills, experienced in wide collection of materials ranging from Primary Building Materials to complex MEP Items, plant equipment and services, labour Camp and catering materials expert in negotiation, both with end users and suppliers and with a strong knowledge of the local market trend.

**Job Objective**

1. Coordinate with the suppliers to fulfil purchasing formalities and ensure timely delivery of material.
2. Generate price comparison reports.
3. Negotiate frequently with the supply chain to ensure commercial awareness is present in all supplier submission.
4. Identify new supplier, capable of meeting company requirements.
5. Ensure all purchases are in line with the specifications and site requirements and are received in timely manner.
6. Handling the urgent requirement and cash purchases
7. Coordinate with site stores.

**COMPUTER SKILLS**

* Oracle System, ERP (Enterprise Resource Planning) System
* Microsoft Office
* Internet Navigation
* Ability of learning to use any new program and applying it fluently

**LANGUAGES**

* Arabic: Mother Language
* English: Fluent
* French: Good

**REFERENCES**

Available upon request