

# ANTOINE MOURAD

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## Summary

Project Coordinator with expertise in operations, procurement, inventory management, and logistics. Proven experience in team leadership and team building achieve concrete business result. Strong communication skills pillared by adaptability, reporting and documentation, analytical, problem solving, strategic management, project management, team leadership, Supply Chain Management, Pricing & Negotiation, customer satisfaction, business analysis. Proficient in English, Arabic, and French, with a proven ability to deliver results and streamline processes.

## Experience

Mourad Steel

Beirut, Lebanon

Green steel Project Manager

06/2022 - Present

- Drafting strategic documentation regarding the project in Portugal \$250M, strategy analysis( business model, SWOT analysis, business Plan , feasibility study).
- Assessing options for project financing received From UK and Swiss bankers.
- Suppliers benchmark in order to choose the best eco-friendly Electric Arc Furnace machine.
- Submitting analyses reports to the General Manager to sustain his decision.
- Further to project approval and Launching, setting the project timeline and Budget.
- Modeling the business Process and process requirements.

Caritas Lebanon

Beirut, Lebanon

Procurement and Logistics Officer

09/2020 - 03/2022

- Implemented & managed a project with budget of over \$1M for one year (Beirut blast project).
- Leading and managing 12 staff members under heavy humanitarian pressure and workload.
- Organizing and monitoring distribution of 3,500 donation kits to families across Lebanon each month.
- Submitting logistic reports to the senior procurement according to Caritas internal SOP (standard operation procedures).
- Streamlined warehouse operations, resulting in a 20% increase in overall efficiency.

Caritas Lebanon

Beirut, Lebanon

Assistant IT Officer

11/2018 - 09/2020

- Provided and supported more than 50 requests tickets per month through hotline answering and daily field site visits (90% of problems were solved and 10% escalated).
- Installed, monitored, and maintained computer systems in 36 regional sectors, 10 Health care centers, and 3 elementary schools.
- Training the internal staff on distance working software's and business communication platforms (video conferencing, meetings through Microsoft team, ZOOM...).
- Ensured that all supplies, services and equipment required were at the quality standards requested, are delivered, and paid in time.
- Purchased from suppliers more than \$10k IT equipment per year.
- Provided daily, weekly, and monthly reports to Procurement manager.
- Technical and logistical support for telecommunication/ online tools, equipment's, and applications.
- Service requests and follow-up with 95% user's satisfaction rate.

Caritas Lebanon

Beirut, Lebanon

Assistant Procurement Officer

02/2018 - 11/2018

- Followed up and monitored delivery of supplies to project managers and internal users.
- Conducted market research and identified key trends to inform supply chain strategies depending on the competitiveness analysis of pricing, quality, product and vendor availability.
- Analyzed procurement transactions to track trends and find cost saving opportunities.
- Ensured that a transparent and fair procurement process is implemented and maintained, according to Caritas quality standards and procedures.
- Negotiated with suppliers more than 100 purchase orders were made (office supplies, furniture, equipments) through Invitation to Bid and tendering procedures.
- Managed the forecast strategy in procurement for all items & equipment.
- Collected invoices from vendors and controlled payment terms against purchase orders.
- Coordinated with Finance, Admin and projects departments to ensure timely payment of vendors.
- Maintained and updated the supplier database depending on the supplier evaluation forms for the suppliers contracted by Caritas.

Caritas Lebanon

Beirut, Lebanon

Project Coordinator Healthcare

05/2017 - 01/2018

- Implemented & managed 3 projects with budget of over \$500K for one year (Manos unidas Czech Republic & MAECD).
- Collaborated with cross-functional teams to execute successful communications and project developments.
- Reported narrative & financial reports to communicate data insights to the director and the donors.
- Managed the project team in 10 primary healthcare centers across Lebanon.
- Managed the forecast strategy for all items & equipment within the approved budget.
- Led work-stream of the 3 projects, managed timelines, prompt work deliverables on time, on budget.
- Undertook competitive bidding process following Caritas procurement thresholds (single quote, negotiated, Request-For-Quote, open tender) more than 30,000\$.

ETS F.A Kettaneh SAL

Beirut, Lebanon

Marketing & Accounting Internship

10/2015 - 02/2016

- Conducted and prepared full market research across Lebanon
- Evaluated campaign - scouted marketing opportunities; assisted in constructing and strategy implementation
- Engaged and prepared financial statement, balance sheet, cash flow, bank and supplier reconciliation

## Education

New Horizons- Entry Certificate of Business Analysis- Beirut, Lebanon

11/2023- 12/2023

BBA in management- Notre Dame University- Beirut, Lebanon

09/2011 - 12/2016