**Dzovinar Yeghiazarian**

Bldg #176, Salim Bustani Street, Spearce, Lebanon

Mobile: +961 70 961 007

Email: Dzovina\_Y@hotmail.com / dzovinary@gmail.com

**Job Goal**

*Interested to work in a challenging Human Resources position where I can expand my experience and utilize my People skill.*

**Employment History**

* **Chemonics – WISE-Lebanon Project funded by USAID, Beirut, Lebanon *July 2013- Dec 2015***

Admin & Office Manager (HR/ Procurement/Logistics)

* Ensuring that all administrative tasks for the project are completed.
* Assisting in recruiting and hiring short and long term support staff and short consultants (screen CVs, interview candidates, check reference, prepare consultant agreements, prepare biodatas)
* Keeping track of employee leaves (annual & sick and other leaves)
* Orienting new employees by implementing the system checklist.
* Posting job openings in the newspaper advertisements, and to appropriate job sites.
* Managing the local insurance contracts
* Collecting and reviewing all staff timesheets, leave forms before letting the COP sign them.
* Participating in the interview process and recommend final applicant with the coordination of the COP.
* Providing advice and assistance in updating or editing the company Policy manual and when conducting yearly staff performance evaluations.
* Procuring all office related subcontracts(issuing RFQs, POs, negotiaition memos and comparative evaluation summary whenever necessary).
* Negotiating the price, product availability and delivery with vendors
* Assisting in the preparation of project correspondence, reports, presentations, and contractual deliverables, including quarterly and annual reports and success stories.
* Organizing and facilitating the logistical matter of the project
* Coordinating office procurement needs such as project goods and services, and office supplies
* **InfoPro**, Hamra-Beirut – freelance Mystery shopper ***May 2012 – July 2012***
* **Cisco Systems,** DT- Beirut, Lebanon ***Dec 2010 - March 2012***

Facilities, Procurement & Administrative Coordinator

* Managing all operational/administrative work in the office (greeting visitors, screening telephone calls, filing, entering and keeping data, typing and writing correspondences, ordering office supplies, etc)
* Assisting in organizing events inside and outside Cisco
* Sourcing new suppliers, collecting quotes, and selecting the proper one for all office services, and non- service purchases
* Following up on all company legal papers and documents (rent, municipality,insurance, contracts and any other document which needs renewal)
* ***Keeping an updated staff & supplier contact list***
* Issuing purchase orders and ensuring they are approved by the relevant departments
* Reserving flights, booking hotel rooms, and helping employees for visa application
* Following up on all maintenance services (AC, UPS, electrical, cleaning, etc), including vendor evaluation
* Acting as a PR by meeting with hotels, banks, restaurants, travel agencies and other companies to secure alternative corporate offers
* Processing invoices internally
* ***Assisting the HR in the new hires, and in the employee leave stage***
* Supervising and planning all logistics work
* **Webcor,** Hamra-Beirut, Lebanon ***Dec 2009 - Nov 2010***

Office Administrator / Assistant Board of Directors

* Doing all the necessary office/administrative tasks (greeting visitors, receiving and transferring telephone calls, and emails, preparing letters, filing, ordering office supplies, etc)
* Fulfilling all the duties requested by BOD (scheduling and taking minutes of meetings, organizing conferences, following up on all pending issues, controlling the petty cash, making bank transfers, preparing checks, and keeping the office under control)
* **General Electric** , Bab Idriss- Beirut, Lebanon ***June 2008 - Nov 2009***

Administrative , procurement , facilities, and logistics coordinator

**Education:**

***June 2006:*** Bachelor of Arts in **Business Administration** with an emphasis on Hospitality Management - **Haigazian** University, Beirut

***July 2000:*** Lebanese Baccalaureate II (Experimental Sciences) – Armenian Evangelical College, Beirut

**Personal Info**

* Date of Birth: February 27, 1981
* Nationality: Lebanese Armenian
* Languages: Arabic, English and Armenian fluent, Spanish conversational

**Certificates**

* + - **Business Writing certificate –** Formatech ***Sept 2015***
* **Cisco E-learning certificates**: Managing personal stress, effective listening, communicating clearly, first steps towards strategic planning ***July 2011***
* **Diploma in Professional Management** – Haigazian University ***Feb 2012***

**(**Organizational behavior, negotiation skills for business, Quality/organizational management, etc)

# Skills

Good Operating knowledge of Microsoft office suite and Internet tools

**References**

Scott Short – COP at Chemonics International (+1 208 880 0858)

Rick Albani – Former COP at Chemonics International (+157 123 21353)

 Karim Kattouf – Program Manager at Cisco Systems (+961 3 002 876)

Fadi Moubarak – Former GM at Cisco Systems (+961 3 887374)