



Rami Al Aridi

Baissour, Lebanon

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**Personal Informaton:**

- Date of Birth: 29 Oct 1992
- From: Baissour, Lebanon
- Place of Birth: Jeddah, Saudi Arabia
- Marital Status: Single
- Current Address: Baissour, Lebanon

**Objectives:**

- I am seeking challenging position with a company that is rapidly expanding and offers good advancement potential.
- A long term and stable career in a dynamic and progressive working environment.
- To establish myself as one of the member of business industry and to contribute growth and profession
- To administer work competency and provide excellent result for the company's benefit and my own professional career and personal growth.
- To join a reputable and well-established company, and work part of a team to achieve the company goals and objectives.

**SUMMARY OF QUALIFICATIONS:**

- Highly organized, humble and hard working.
- Proficiency in Microsoft Office Applications.
- Able to juggle many task simultaneously and still be available to handle new in duties to come.
- Able to interface on professional level at all times with variety of different personalities/persons.
- Good written and spoken communication skills.
- Ability to learn fast and solve problems that may arise.
- Ability to work well with others as an individual and as part of a team.
- Honest and Trustworthy.

## **Experience:**

### **Contracts Executive**

#### **Alpha Destination Management (Dubai-UAE)**

May 2014 – June 2017, Dubai, UAE



- Enable and cooperate with various departments.
- Handle multiple projects in fast paced team environment.
- Advise and interpret contract requirements, obligations and risks.
- Confer with management on amendments and settlements.
- Devise logical approaches and suggest to address complex issues.
- Judge and work under pressure, persuade parties in full fairness of company's position.
- Draft, review and negotiate contracts to attain achievable risk levels.
- Review supplier terms and conditions and recommend innovative ways to deal with contract requirements.
- Negotiate contract terms, payment structure and reimbursement.
- Communicate with colleagues and management on data input or file maintenance.
- Manage daily Contract Status and Affirmation reports with descriptions on aging trades.
- Comply counterpart contract terms with legal requirements and policies.
- Maintains data entry requirements by following data program techniques and procedures.
- Secures information by completing data base backups.

### **Reservation Specialist**

#### **Alpha Destination Management (Dubai-UAE)**

September 2013 - April 2014, Dubai, UAE

- Responsible in booking all Travelers and guests.
- Travel Management includes hotel and restaurant, ticket and transportation bookings of the company.
- Responsible in distributing incoming documents from the clients and incoming mails.
- Tracking and maintaining the files from date to date such as incoming faxes, general inquiries, airway bill, orders, and employees file.
- Responsible in checking, tracking and providing accurate information to the documents to be sent to the client/end-user and suppliers.

### **Local Purchasing Assistant and General Services Coordinator**

#### **Rasamny Younis Motor Company (Nissan)**

September 2011 – August 2013, Beirut, Lebanon



- Keeping a record and maintaining cycle counts of the entire inventory in the warehouse.
- Monitor inventory control over in/out stock movement.
- Receives, unloads, and checks all goods delivered.
- Checks invoices, packing slips, or receiving documents comparing them with purchase orders for correct quantity, quality, and item.
- Marks packages with the name and department of order origination.
- Reporting loss, damage and any such discrepancies to the supervising authorities.
- Maintaining proper documentation processed for the receipt of the good and supplies.
- Ensuring the timely dispatch of the goods to the appropriate destinations.
- Applies bar-codes (tags) to all furniture/ equipment and replace them in case of moves.
- Assist in maintaining records for fixed assets.
- Assist in coordinating the repair of equipment.
- Assist payment requests and send them to the Accounting team.

## **Property Consultant Sales**

### **Realty Lebanon**

June 2011 – August 2011, Jounieh, Lebanon

- Present purchase offers to sellers for consideration.
- Confer with companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Display commercial, industrial, agricultural, and residential properties to clients and explain their features.
- Coordinate appointments to show homes to prospective buyers.
- Answer clients' questions regarding construction work, financing, maintenance, repairs, and appraisals.
- Interview clients' to determine what kind of properties they are seeking.
- Acts as an intermediary in negotiations between buyers and sellers, generally representing one or the other
- Compare a property with similar properties that have recently sold in order to determine its competitive market price.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Inspect condition of premises, and arrange for necessary maintenance or notify owners of maintenance needs.
- Advise sellers on how to make homes more appealing to potential buyers.
- Advise clients on market conditions, prices, legal requirements and related matters.

### **Education:**

#### **MUBS University – Business Administration**

Business Administration (BBA)

2010 – 2012

#### **AVC College**

High School

2007 – 2010



### **Skills:**

- Microsoft Office Outlook, Powerpoint, Word and Excel
- Juniper Booking Engine
- Adobe Photoshop

### **Activities:**

- Orientation on Red Cross Movement & Basic of International Humanitarian Law
- Reading and collecting information

**To whom it may concern:**

My CV/ Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration, and do not hesitate to contact me if you have any questions.

I look forward to speaking with you soon.

Declaration

I hereby declare that the aforementioned written particulars are true to the best of my knowledge and belief.

Rami Al Aridi