**AMINE AL GHARIB**

**Mobile: + 961 71 331416– Email: amin.alghareeb@gmail.com**

**Beirut, Lebanon**

Motivated, versatile and proactive procurement and General Services professional with an Interior Design background with over 6 years of experience in purchasing, facility management, contract negotiations, and project management. Energetic team-player with proven track record in reducing costs, improving supply logistics, and completing projects on time and within budget. Successfully led diverse projects with special emphasis on retail standards, cost reduction, and new facilities roll out. I have a strong talent for identifying costumer needs and delivers fascinating interior decoration services to the costumer’s satisfaction and requirements.

* Bid Analysis and Preparation
* Project management
* Facility Management
* Negotiations
* Effective Communication
* Supplier Evaluation
* Strategic Thinking
* Relationship Building
* Cost Management
* Creativity
* AutoCAD
* Photoshop
* Planning and Budgeting

**WORK EXPERIENCE**

**Freelance Interior Design, Beirut, Lebanon**  July 2020–Present

* Design interior spaces, including permanent architectural details and temporary elements
* Enhance and improve interior spaces functionality by modifying architectural elements and arranging furnishings, artwork and decor
* Effectively deal with clients and consultants
* Meet client requirements and desires
* Keep all projects on budget and deliver on time

**RYMCO-RASAMNY YOUNIS MOTOR CO., Beirut, Lebanon**

**Procurement and General Services Unit Head**  June 2016–July 2020

* Set, manage, and control General & Administrative expenses through initiating cost saving projects across the company and monitoring employees expenditures
* Supervise and monitor all renovation and construction project including openings of new locations
* Analyze bids for contractors for various renovation works
* Negotiate contracts with suppliers to get best terms and conditions
* Conduct quarterly budget reviews with top management
* Ensure all departmental policies and procedures are implemented
* Manage fixed assets in coordination with the Accounting manager
* Supervise the Local Purchases and General Services teams
* Directly supervise outsourced teams including cleaning, security, and facility maintenance
* Negotiate and renew corporate insurance policies
* Conduct research via trade publication, the Internet, catalogues, and trade shows to identify potential suppliers

***Key Achievements:***

* Led RYMCO’s construction and renovation projects from conceptualization through development, implementation, and management (Design, BOQ, Procurement, and Execution)
* Supervised the implementation of Nissan, Infiniti, and GMC design guidelines in all renovation and new projects
* Supervised As Built Drawings Project for RYMCO Headquarters (architectural, mechanical, and electrical)
* Established the lighting Retrofit-LED lighting energy and cost saving project in RYMCO branches
* Planned and Managed the Bid Process (bid management and bid co-ordination on design)
* Supervised the construction and opening of McLaren, LADA, Baakline, and Infiniti showrooms
* Supervised major renovation projects at the Headquarters, Choueifat, and Zouk garages
* Managed the paper recycling project in coordination with T.E.R.R.E Liban Association
* Organized and centralized RYMCO archiving system

**RYMCO-RASAMNY YOUNIS MOTOR CO., Beirut, Lebanon**

**Procurement and General Services Coordinator** Jan 2014 –June 2016

* Assisted Corporate Architect and Admin Manager in all projects
* Supervised warehousing staff and conducted inventory
* Prepared quarterly expense reports for budget review meeting
* Issued and processed payment requests for the Administration department
* Prepared purchase orders for all requested assets
* Organized RYMCO archives files and updated archiving system on regular basis
* Monitored electrical system and issued condition reports

***Key Achievements:***

* Designed Nissan and Kawasaki workshop waiting areas
* Designed customized customer reception amenities cabinets
* Enhanced the warehousing system through asset count and barcoding project
* Systemized asset management and corporate cars
* Updated Quality documentation pertaining to Administration department as per ISO 9001-2008 requirements
* Automated all legal documents through archiving software and created a legal database for the group

**ABNIAH SAL., Beirut, Lebanon**

**Site Shop Drawer** June 2012 – June 2013

* Prepared shop drawings of sections, elevations, tiling, cladding, false ceiling, 3D drawings, etc.
* Prepared BOQ’s and cutting lists and submitted to project managers
* Followed up and supervised finishing works that included cladding, tiling and construction of walls and openings

**Modern Architecture, Aley, Lebanon**

**Architect Assistant** Summer 2009, 2010, and 2011

* Prepared shop drawings for several rural projects in Mount Lebanon
* Assisted in site analysis and project planning
* Coordinated with project stakeholders on project implementation
* Prepared and organized Construction Documents

**EDUCATION**

* **Bachelor of Sciences in Interior Design, Lebanese American University, LAU**, Beirut Lebanon 2014-2017
* **Bachelor of Sciences in Architecture, Lebanese American University, LAU**, Beirut Lebanon (Incomplete)

**SOFT SKILLS**

* Microsoft Office
* AutoCAD
* Illustrator
* Revit
* Rhino
* 3D max
* Sketch Up
* Photoshop