

1. **Surname:** Mardinly
2. **Name:** Nicolas
3. **Gender:** Male
4. **Birthday:** 28 Jun 1985
5. **Nationality:** Syrian
6. **Address:** Iraq, Erbil, MRF5 Towers

Mobile: +964 750 972 6337

+963 932 664566

E-mail: mardinly6@gmail.com



Education

2017 – Till Now	Business Administration at Syrian Virtual University SVU.
2005 – 2009	Institute of Archaeology and Museums at Damascus university.
2003 – 2004	High School Certificate at al nour high school.

Language and computer skills

<u>Language and computer</u>	<u>Level</u>
Arabic	Mother Tongue
English	Good
Computer	Very Good with Office Programs (Word – Excel – Access – Power Point.)

Targeted Job

Objectives	A position in Procurement that will utilize recent education and abilities to excel in this field with hard work, perseverance, and dedication, and to help the company meet and surpass its goals.
Job Type	Full Time
Job Category	Warehousing/Supply - Administrative Procurement / Logistics / Delivery
Availability to join a job	Immediately

Job Experience

Date	01 Apr 2018 till 01 Dec 2018
Location	Damascus
Company	BRJ Company
Position	Procurement Manager
Company Description	BRJ Company is a new Company started on 1/4/2018 instead of Syriacomm Company handled MTN Maintenance in Southern Area and telecom Sites installation in Syria.
Responsibilities	<ul style="list-style-type: none"> -Identify materials/services specifications and prices related to telecom equipment, renovation materials and services, and ensure their availability in the market and update related records per requisition. - Prepare target price and related historical log for requested materials/services on a regular basis and ensure getting the best deal. - Communicate with the requesting department to define the accurate relevant technical specifications and get justifications for business need. - Handle direct purchasing requests. - Prepare and send Request for Quotation to the approved selected suppliers according to concerned request. - Receive samples and data sheets from suppliers, review quality & price and send samples to requester for getting the required feedback. - Prepare and issue Procurement document PO (Purchase Order) and expense report.

Date	01 Aug 2009 till 25 Jul 2018
Location	Damascus
Company	Techno Group
Position	Logistic Manager
Company Description	Founded as a joint venture in December 2008 by Syriacomm and IPI / IPT Power Tech, Technogroup is quickly establishing itself in Syria as a leading presence in the field of technical solution providing for fixed and wireless telecommunication networks.
Responsibilities	<ul style="list-style-type: none"> -Identify materials/services specifications and prices related to telecom equipment, renovation materials and services, and ensure their availability in the market and update related records per requisition. - Prepare target price and related historical log for requested materials/services on a regular basis and ensure getting the best deal. - Communicate with the requesting department to define the accurate relevant technical specifications and get justifications for business need. - Handle direct purchasing requests. - Prepare and send Request for Quotation to the approved selected suppliers according to concerned request. - Receive samples and data sheets from suppliers, review quality & price and send samples to requester for getting the required feedback. - Prepare and issue Procurement document PO (Purchase Order) and expense report.

Date	01 Nov 2011 till 30 Mar 2018
Location	Damascus
Company	Powertech
Position	Warehouse Manager
Company Description	IPT PowerTech Group delivers specialized solutions to the power, industrial and telecom sectors in the Middle East, Africa and neighbouring countries. Since our inception in Lebanon in 1993, we have grown into a leading group, combining power expertise with telecom infrastructure specialization.
Responsibilities	<ul style="list-style-type: none"> - Keep requester up-to-date regarding the status of their requested materials/services. - Maintain data and records on Procurement system and coordinate with concerned from Finance Department to ensure accurate data. - Keep weekly report details up to date as requested by management for regular review. - Research for new suppliers in accordance with predefined criteria, study their profile and propose adding them to list of suppliers. - Initiate the annual evaluation and re-evaluation of suppliers.

Date	01 Sep 2009 till 30 Oct 2014
Location	Damascus
Company	Java Bite
Position	Owner
Company Description	Cafe Internet
Responsibilities	Owner of the cafe net

Date	01 Sep 2008 till 30 Jul 2009
Location	Damascus
Company	Elie Hallak Jewelry
Position	Sales Man
Company Description	Elie Hallak Jewelry
Responsibilities	Sales Man at Elie Hallak Jewelry

Date	01 Feb 2007 till 30 Aug 2008
Location	Damascus
Company	Horizon IT
Position	Sales/Distribution
Company Description	A company specializing in software, especially restaurant management programs
Responsibilities	Selling software systems and training the buyer.

Training Courses

Date	2007
Location	Damascus
Company / Organization	Horizon
Course name	English Course

References

Reference Name	Company	Job Title	Contact Info
Mr. Marwan Saba	Techno Group	GM	marwansaba@gmail.com +963 933 913 996
Ms. Ekbal Gharib	Power Tech	HR Manager	e.ghareeb@pt-syria.com +963 945 333 085
Mr. Elie Hallak	Elie Hallak Jewelry	Owner	+963 946 333 700
Mr. Yasser Kadour	Horizon IT	Sales Manager	Yasserkad1988@gmail.com +963 944 644 254

Qualifications:

- 1- Great team - worker – adaptable and flexible.
- 2- Excellent inter-personal and communication skills.
- 3- Active and dynamic approach to work and getting things done.

Thank You And Best Regards.