

Razmig Papazian

Ain El Ram Street
Achkouté
Keserwen
Lebanon
(+961) 71 742 549
razmig_89@hotmail.com

Professional Experience

January 2013 –
February 2018

Procurement Officer

Arabian Bemco Contracting Company (Riyadh, Saudi Arabia) (Construction of Power Plant 10 Combined Cycle).

- * Requesting quotations from prospective vendors to compare with the respect of quality, schedule for delivery and budget.
- * Processing purchase orders after after evaluating the quotes technically and commercially.
- * Placing the order in the Software (JD Edwards)
- * Expediting for supply of material after placement of purchase order, with continuous follow-ups until receiving the goods.
- * Reception control of all material by coordinating with the storekeepers and handing over received items to assigned construction team.
- * Submitting all invoices to the Accounting Department.
- * Issuing all kinds of professional reports to the project Management and High Management, Subcontractors & Client (Saudi Electricity Company).
- * Maintaining the preservation of all major Equipment on a weekly basis.

September 2012
–December 2012

Merchandiser

Khalil Fattal & Sons Trading S.A.L (Beirut, Lebanon).

- * Merchandiser in Food and beverage Section for the products of **KRAFT** in the Lebanese Hypermarkets (Spinneys, Monoprix, TSC Mega...)
- * Responsible of checking the availability of the above mentioned goods.
- * Placing orders of the products for these supermarkets on a weekly basis.
- * Checking and arranging the products item by item and removing the ones with date expiry.
- * Carrying promotional displays and placing them in strategic locations in the market.

Certifications		Certificate of Attendance for Warehousing Best Practices Workshop (Saber Academy - February 2013). Certificate in Marketing Communications (International Advertising Association – New York – May 2012).
Education	2008 – 2012 July 2008	B.A in Advertising & Marketing. Notre Dame University (Zouk Mosbeh – Lebanon). Baccalaureate in Sociology & Economics. CSM Secondary School (Beirut, Lebanon).
Internship	Fall 2011	Intern at Memac Ogilvy (Beirut, Lebanon) *Prepared several presentations on PowerPoint for the newest ad campaign for Kent & Viceroy cigarettes.
Computer Skills		Microsoft Office - JD Edwards (Oracle).
Languages		English - Arabic - French – Armenian.
Hobbies & Interests		Gym – Football – Swimming – Hiking.