
Sandy Zeidan

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Objectives

To be a part of an organization growing towards the future

Education

Technical Diploma (2006-2010) - Institut du Tourisme, Dekwaneh

TS3 in Marketing and Management

Lebanese Baccalaureate II in Sociology and Economics (2006) - Dekwaneh Highschool, Dekwaneh

Experience

Purchasing Manager (January ,2014 –Present)

Antaki GPPK Holding (Bauchrieh, Sin Al Fil Blvd)

- Develop, lead and execute purchasing strategies
- Seek and partner with reliable vendors and suppliers
- Determine quantity and timing of deliveries
- Perform cost and scenario analysis, and benchmarking
- Evaluate, authorize, or recommend approval of credit loans
- Advise borrowers on financial status & methods of payments

Accounting officer (August , 2010 –December, 2013)

Khoury Home Appliances (Dora)

- Accounts balancing and checkup
- Payments handling and dues follow up
- Loans analyzing and follow up
- Banks and Credit cards consolidation
- Suppliers invoices and payments handling

Skills

Language: Arabic, English and French

Computer Skills: Microsoft Office (Word, Excel & PowerPoint)

Programs: Navision, Logic Cam & Oracle

References

Available upon request