



Jawdat M. Essam Alawi

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P.O. Box: 811527
Amman 11181 Jordan
Nationality: Jordanian
Place / Date of Birth: 14th of May 1980/ Kuwait
Marital status: Married

Handwritten notes in Arabic: "OK" and "10,15" with a circled number "120".

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Objectives

Seeking a challenging position in a reputable global institution that will encourage me to utilize my full potential and challenge profound experience.

Education

- **2001 - 2006**
B.A in Accounting
Applied Science University / Amman- Jordan.
- **1994 - 2000**
Etihad high school/ Amman - Jordan
Tawjihi Certificate, scientific stream

Work History

**2014-2019
Procurement and Logistics Supervisor
Loyalty Support Services**

- Procurement Supervisor for all LSS sites, 180 sites and 7000 employees.
- Collect offers, proceed with the procurement process to prepare all the sites with the needed equipment.
- Tenders supervision
- New and existing sites analysis and research to evaluate the needed equipment, hard wears and tools.
- Budget plans for new and existing sites.
- Follow up and managing committees that receive the executed tenders and coordinating with the specialized entities for the site needs.
- Negotiate with external vendors to secure advantageous terms.
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs
- **Achieved Armed Forces Camp Preparation Project with 22 JoD million – Zarqa/AlGhabawi**

**2009 – 2014
Procurement and Logistics Coordinator
Madrasati Initiative - Jordan River Foundation**

- Responsible for the procurement process, offers access to analyzing and solving procurement and tenders for procurement.
- Responsible for making sure the supplier's capacity to meet the requirements of the

purchase orders and requests for quotations and questionnaire ores and before adoption.

- Responsible for following up the implementation of plans for the management of procurement.
- Participate in the planning and preparation of operational programs of the Department of Procurement.
- The implementation of the plans and executive programs for the management of procurement Issuance of.
- Appropriate budget proposal for procurement management within the limits of the Organization's potential based on studies
- Regulate the movement of transportation.
- Coordinate logistics.
- Coordinate technical matters in the royal visits

I also worked as a community mobilizer for three years in the same Project; I was responsible about 60 schools all over the kingdom.

2006 - 2009

**Coordinator of Marketing and Sales
Prestigious Food Company, Middle East**

- Responsible for the Supervision of sales
- Developing action plans
- Develop a plan for distribution
- Customer service and post sales service.
- Doing the required marketing according to the plan adopted and approved by the director of marketing and sales in order to achieve the best possible spread of enterprise products and commensurate with its status
- Participate in the planning and preparation of operational programs of the Department of Marketing and Sales
- implementation of planning and executive programs of marketing and sales

2003- 2006

Receptionist

Four Seasons Hotel

- Responsibilities
Employees in customer service Department.
Receptionist

2000 - 2004

**Project Coordinator
Shabab Al-Arabia NGO**

- Responsibilities:
Coordinate all the tasks assigned to team work administratively.

**Trainings and
Conferences
Attended**

- Participated with Shabab Al-Arabia NGO in the cultural youth exchange "Challenge in Egypt" was held in Cairo in the year 2000
- Participated with Shabab Al-Arabia NGO in the cultural youth exchange "Future in peace" was held in Amman in the year 1999
- Computer Basics Skills.
Mitech Plus Training Center Amman 2002
- Hotel and Tourism Management
Amman Al Ahlia University Amman 1999- 2000

Skills

- Energetic, proactive and willing to learn, able to work under pressure and meet deadlines in very short notice.
- Recognized for willingness to teach and learn newly acquired skills, observant and highly motivated.
- Talented with good debating skills and creative sharp thoughts.
- Administrative profile offering significant and self directed position proves interpersonal communication.
- Excellent Knowledge of Microsoft, Word, Excel, Power point and Internet.

Languages

- Arabic / mother language
- English /Spoken: V.Good command
Written: V.Good command

Interests

- Explore other cultures and civilizations.
- Listening to music.
- Sports
- Traveling

References

Available Upon Request