



PROFILE

Accomplished management professional with 11 years of career progression in projects operations. Proven effective leader skilled in development and oversight of high-performing, multi-disciplined and quality-oriented teams. Adept problem solver, employing creativity and innovation to overcome challenging and complex issues across employees, processes and costs. Focused and meticulous in all financial and regulatory compliance objectives to strategically plan and execute budgets, forecasts, cost-reduction techniques and safety initiatives. Outstanding communicator with 3 different languages and well-versed in employee, vendor and partner relations.

CONTACTS

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YVES RAHBANY

Engineering & Management

EDUCATION

Associate of Science – Faculty of Engineering

Lebanese American University - Jbeil, Lebanon
1999- 2003

Associate of Science – Faculty of Engineering

American University of science & technology - Ashrafieh, Lebanon
2000- 2001
No Degree

WORK EXPERIENCE

Operations Manager

10-2017 | 02-2020

Araco For Building Materials & Contracting, Cairo, Egypt

- Set, enforced and optimized internal policies to maintain efficiency and responsiveness to demands.
- Devised, deployed and monitored processes to boost long-term business success and increase profit levels.
- Developed and submitted strategy and initiative reports to highlight current actions and proposed changes to corporate committee.
- Implemented policies and standard operating procedures for continuous improvement.
- Established and administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives.
- Monitored employee productivity and optimized procedures to reduce costs.
- Coordinated visits and provided briefs to very important personnel (VIPs) improving knowledge and awareness of operational activities, programs and offerings.

Operation Engineer

02-2016 | 12-2017

Technoproof Sarl, Beirut, Lebanon

- Verified construction documentation conformed to quality assurance standards and client requirements.

LANGUAGES

ARABIC
ENGLISH
FRENCH

FLUETLY
FLUETLY
FLUETLY

INTERESTS

High Tech Innovation

Volunteering & Community
involvement.

Construction Building Materials
Innovation

HOBBIES

Public Speaking
Basketball
Skiing
Swimming

- Performed on-site field surveys and wrote technical narratives to document processes and design changes.
- Provided technical direction on construction projects and initiatives to other engineers, designers and technicians.
- Prepared cost estimates, schedules and project specifications for proposals.
- Devised overall strategy for documentation and identified design sets planned for each stage of work including as-built designs and final building information models (BIM).

Operation Field Engineer

02-2013 | 01-2016

Intertectra Sarl, Beirut, Lebanon

- Carried out day-by-day my team duties accurately and efficiently.
- Conducted training and mentored team members to promote productivity, accuracy and commitment to friendly service.
- Planned, managed and directed daily board operations to increase revenue and reduce costs through P&L analysis.
- Initiated timely response to emails, voicemails and written correspondence.
- Assisted HOD with new hire processing and existing training programs.
- Developed technical designs for customers, consultants and contractors.

Project Coordinator

11-2009 | 01-2013

Intertectra Sarl, Beirut, Lebanon

- Transitioned projects from estimation and pre-construction phase to well-defined project execution plan.
- Kept projects on schedule by managing deadlines and adjusting workflows as needed.
- Oversaw onboarding and mentorship, planned and executed meetings and developed project documentation.
- Planned and arranged meetings with external organizations and individuals, enabling all parties to meet and discuss project progress.
- Tracked all hours and expenses to keep project on task and within budgetary parameters.
- Coordinated and executed all elements of stakeholder events including logistics, budgets, venue selection, activity planning, transportation and entertainment.

ITTF – Logistic Manager

06-2005 | 09-2009

ES-KO International Inc., Kabul, Afghanistan

- Delivered substantial cost savings by securing discounts from third-party logistics services providers.
- Conducted research to address shipping errors and packaging mistakes.
- Negotiated with min. 5 different freight companies and received annual contracts resulting in cost savings.
- Completed timely data entry of new orders, labeled containers and placed in accurate storage locations.
- Managed loading, unloading, movement and sorting of supplies to keep deliveries on schedule.
- Produced weekly status reports detailing logistic operations and problems.
- Conducted research, gathered information from multiple sources and presented results.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

CERTIFICATES

Situational Leadership Training

Certified Applicator, Grace
Construction products emirates
chemicals.

Certified in First Aid ,Lebanon Civil
Defense.

Certified Applicator, Polyguard US

REFERENCES

Upon Request

JOB SKILLS

