

# MYRNA SARGI AYACHE

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I am a dedicated, disciplined and self-motivated interior architect who enjoys challenge with high work ethics. I adapt easily to changing situations and value a cooperative team spirit.

I am focused on achieving set goals through efficient use of my skills and competencies.

I remain in search of experiences that broaden my horizons and develop my capabilities; and, after 19 years of experience, I find myself in Design, Procurement, Budgeting, Feasibility, Business Development and Project

## Education

- **B.A. in Interior Architecture** with specialization in Environmental Design  
**Notre Dame University (NDU):** 1996 - 2001  
**Diplôme Project:** A reproduction of "Chateau Kefraya" winery:  
**Lebanese Baccalaureate**  
**Val Pere Jacques, Bkinaya:** 1994 – 1996
- **Additional Courses and workshops:**
  - **Project Manager Diploma** - Lebanese Order of Engineers and Architects: December 2004
  - **Problem Solving & Decision Making – 3 Days Training - Matters** - June- 2015
  - **Project Management Professional (PMP) Course – 35 Hours** – (From January 6 to February 3 – 2017)
  - **Advanced Security and Connectivity-** Certificate From MUBS- July 2023
  - **Sustainable Consumption of Production (SCP) by the Lebanese Red Cross.**
  - **Women on Board of Syndicates, Universities and organizations from LLWB and the British Embassy in Beirut - Feb 2024**
  - **Oracle Training:** gained hands-on experience in Oracle database management, performance tuning, and application integration. Training on CPQ and Sales Module.

## Professional Experience

- **Business Development and Tendering Manager - Consultancy – at Saudi Prefabricated Building – NewFab – Riyadh KSA - (July 2025- Sept-2025)**  
**Responsibilities:**
  - Market Entry & Expansion Strategy.
  - Client Relationship Management.
  - Designing business development departments, KPIs, and reporting structures.
  - Pre-sales & Lead Support.
  - Strategic Proposals & Presentations.
  - Tender Management Outsourcing.
  - Ensuring submissions meet technical, commercial, and legal requirements.
  - Developing templates for faster turnaround.
  - Bid Strategy Development, positioning strategy.
  - Create a process workflow for bid/no-bid decisions, approvals, and submissions.
  - Contract Negotiation Support.

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- **Event Manager – Head - & Sustainability Coordinators- at MUBS –Modern University for Business and Science – (Sep-2022 – June-2025)**  
Responsibilities:
    - Preparing and updating the yearly Events Calendar planning.
    - Scheduling Time frame
    - Propose guests, keynote speakers, or webinar panelists
    - Contact guests, keynote speakers, or webinar panelists to confirm their attendance
    - Negotiate and coordinate with the Media and Press Coverage
    - Search, negotiate and reserve the venue
    - Preparing, following up on all Logistic requirements with all concerned parties.
    - Coordinate with the Graphic Design department to prepare the posters and visuals.
    - Coordinate with the concerned office to post event on social media platform.
    - Prepare an article about the event and post on the website on the Events page
  
    - Responsible for managing, coordinating, facilitating, and advising the development, implementation, monitoring, and improvement of local government policies, programs, and initiatives that promote local environmental, energy, economic, and social sustainability.
    - Project Manager of the MUBS-Go Green Recycle Committee that enhances recycling habits among the university stakeholders.
    - Project Manager for the Beirut Marathon Campaign, contributing to the broader educational community.
  
  - **Facility Manager - at MUBS –Modern University for Business and Science. (Sep-2022 – June-2025)**  
Responsibilities:
    - Review Contract for suppliers and sub-contractors, Procurement, purchasing procedure, site schedule, plan and coordinate maintenance facility for all branches.
  
  - **Faculty of Fine Art –Instructor / Advisor-Graphic and Interior Design Department – Modern University for Business and Sciences- MUBS. (October 2023- To Present)**
  - **Art and Design Department – Jury Member for the Interior Design senior project.**  
Courses:
    - **GRA 201** – Fundamental of Design I
    - **GRA 202** – Fundamental of Design II
    - **DRA 201** – Drawings and Illustrations
  
  - **Client Representative –Architect at Children Cancer Center CCCCL – Fontana Project – Headquarter in Hamra (October 2021 – April 2022)**
  - *Consultant : Dar el Handasa*  
Responsibilities:
    - Site Supervision and coordination
    - Review Contractor scope and schedule of time.
    - Review weekly report
    - Review Contractor invoice and statement
    - Shop drawings, materials submitted and method statement approvals.
    - Cash Flow and site budget
    - Procurement materials and specification
  
  - **Freelancer – till present – Handling Interior (including FF&E) - Exterior- Landscape Design Projects and Execution.**

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- **Business Development Engineer at Erga Group S.A.L** (September 2014 – May-2020- *Due to Covid19 pandemic & Economic Crisis.*)

Responsibilities:

- Market Studies
- Introducing new Clients (Developers)
- Construction Management Services
- Planning and Control, Superintendence and Inspection, Budgeting, Estimation and Quantity Surveying, study RFP's.
- Cost Analysis Management. Manage the Contract Administration function and provide guidance and supervision for assigned personnel.
- Develop, implement and enforce sound administrative procedures for effective and economical performance within terms and conditions of the contract (Cost Estimate & Cash flow analysis, Feasibility Study).
- Administer all procurement contracts and consolidates data on the performance of all service contractors.
- Assist in negotiation of contracts as directed.
- Direct and manage budgetary and financial management activities.

- **Head of Procurement – Project Coordinator** at **Nassar Teamwork for Contracting Company** (March 2009 – March 2014 – due to economic deficit.

Responsibilities:

- Subcontractors Tender Analysis and Evaluation
- Pricing and estimation Tendering Projects and Submission
- Developing, implementing, and managing the purchasing process and functions across all categories.
- Reviewing and analyzing quotations and proposals and providing recommendations.
- Evaluating effective cost and saving purchasing procedures.
- Ensuring the communication of purchase and shipments.
- Maintaining all the inventory records and working on procedures and policies.
- Reporting all the complaints from the sites to suppliers and sub contractors, and be sure that goods should be 1<sup>st</sup> choice.
- Performing and advancing research on special products, on markets (internet research ...)
- Preparing the scope to buy of many orders and making all the contacts necessary to get best offers.
- Preparing Contracts for Suppliers and Subcontractors
- Preparation of subcontractors / suppliers Payment Applications
- Preparing Site weekly meeting.
- Snags

- **Operation Head Executive at Casa Properties – Residential custom-made buildings and apartments**  
July 2008 – May -2009

Responsibilities:

- Design and Execution Concept Design
- Customer relationship management and closing deals
- Procurement and purchasing
- Contracts with suppliers and payments management
- Site Execution working plans
- Cost estimation, Claims and Snags

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- Project Manager at Linea Verde S.A.R.L - December 2005 - June 2008
- Showroom Manager at Mirodec S .A.R.L Feb 2003 - November 2005
- Showroom Manager at Wood Maker June 2002 – January 2003

## Skills & Languages

Languages	Read	Write	Speak
English	Excellent	Excellent	Excellent
French	Very Good	Good	Good
Arabic	Excellent	Excellent	Excellent

## Computer Skills

- Auto CAD (2D),
- Technical skills: Microsoft office (Excel, Word, Power Point), MS Projects, UMS, Moodle and Outlook. - Internet expert.

## Target Job and Career Level

Position Required:	Managerial Position ---Project Manager –Business Developer- Procurement and Logistic Manager
Notice Period to work:	Immediately
Minimum Monthly Salary:	Offer will be negotiated
Job Location:	Lebanon – MEA area – Europe

## Personal Data

Nationality:	Lebanese,
Date of Birth:	October 16, 1977
Marital Status:	Married
Number of Dependants:	2
Currently Residing:	Beirut - Antelias.

## Hobbies

Traveling, reading, swimming, jogging, social activities, and previous member of Les Guides du Liban.

## References:

- Fadi Boustany – Business Development Officer – Erga Group SAL  
email: [FBO@erga.com](mailto:FBO@erga.com) - Tel: +961 3 822287
- Joseph Khoury – General Manager – Mirodec SAL  
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- Adonis El Ghoul – Head of Real Estate Department & Banking Control Commission – BCCL  
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