



## Wael Dbouk

SENIOR PROCUREMENT OFFICER

### Details

Beirut

Lebanon

+961-70721105

[w\\_dbouk@hotmail.com](mailto:w_dbouk@hotmail.com)

NATIONALITY

Lebanese

### Links

[linkedin.com/in/wael-dbouk](https://www.linkedin.com/in/wael-dbouk)

### Skills

Effective Time Management

Ability to Work in a Team

Ability to Multitask

Fast Learner

Microsoft Office

Microsoft Excel

### Languages

Arabic

English

## Profile

Seasoned Senior Procurement Officer with over 6 years of experience in FMCG and agriculture sectors. Achieved notable cost savings and enhanced supplier relationships through the development and execution of effective procurement strategies. Proficient in all aspects of procurement, including sourcing, negotiation, contract management and supplier relationship management.

## Employment History

### Senior Procurement Officer, Jubaili Agrotec, Saida

MARCH 2021 — PRESENT

- Tracking costs for new products throughout the development process to ensure that they remain within budget parameters.
- Provide detailed financial analysis and reports of expenses, including breakdowns of project costs, forecasts of remaining expenses and opportunities to increase efficiency.
- Collect products and supplier data needed by the system, and create item codes and various modifications in timely manner.
- Develop and execute procurement strategies which align with the organization's overall goals.

Key achievements:

- Successfully implemented a new procurement software system which streamlined the procurement process and improved efficiency.
- Developed a new supplier relationship management program which improved communication and collaboration with suppliers.

### Demand Planner, Noknok, Beirut

DECEMBER 2020 — FEBRUARY 2021

- Maintained the stock coverage level per SKU and warehouse while maximizing the profitability of the inventory flow.
- Coordinated with suppliers to fulfil promotional deals and follow-up on return orders.
- Analyzed Inventory levels and status across all warehouses.
- Coordinated with the warehouse controller regarding schedules, quantities, stock-related and delivery topics.

### Logistics Officer, Transmed, Beirut

DECEMBER 2019 — NOVEMBER 2020

- Checked and confirmed accurate import shipping documentation, including invoices and freight forwarder instructions.
- Prepared the necessary documentation, official invoices, packing list, Bill of lading, certificates of origin and cargo control documents.
- Track and expedite all shipments on a daily basis and resolve any delays with carriers, freight forwarders and customs.

### Demand Planning and Procurement Administrator, Transmed, Beirut

SEPTEMBER 2018 — NOVEMBER 2019

- Monthly analysis of stock levels at distributor site and forecast accuracy levels.
- Initiated ordering process in coordination with commercial team & distributors.
- Reviewed, compared and analyzed products to be purchased.
- Evaluated suppliers, products, negotiating contracts and ensuring that approved purchases are cost-efficient and of high quality.

Key achievements:

- Increased forecast accuracy by 10%.
- Developed a new demand planning process which resulted an increase in sales.

### **Customer Service Officer, Transmed, Beirut**

AUGUST 2017—AUGUST 2018

- Ensure accurate delivery to customers by communicating the delivery schedule and special delivery instructions to the warehouse operations team.
- Monitor stock availability and signal shortage of availability on time to the supply planning department.

### **Filing Clerk, Transmed, Beirut**

DECEMBER 2015—JULY 2017

- Check incoming paperwork (correspondence, invoices etc.) and make copies before distributing.

### **Customer Service Representative, Teleperformance-Touch, Beirut**

AUGUST 2013—JULY 2017

- Ensuring that customer complaints are resolved in a satisfactory and timely manner.
- Collecting and analysing data to monitor the level of customer service.

## **Education**

### **Bachelor Degree in Business Administration, Lebanese University, Beirut**

OCTOBER 2011—JULY 2014

### **Lebanese Baccalaureate in Economics and Sociology, Jamil Rawwas High School**

OCTOBER 2010—JUNE 2011