



Bilal Shehab

—CONTACT DETAILS—

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 Khaldeh, Lebanon

—EDUCATION—

2015 | Project Management Course
Amideast

2009 | Bachelor's Degree Business Management
American University of Science & Technology (AUST)

2006 | Lebanese Baccalaureate in Sociology and Economics
Mouseitbeh Adventist Secondary School

— WORKSHOPS —

2011| FOCUS: Achieving Your Highest Priorities” | Franklin Covey

2010| “Unleash Your Potentials” | Rotary Youth

EXPERIENCE

Business Unit Manager

United Industries Group | Feb 2019- Present

- Responsible for leading the business unit for the Agro-commodities unit between Nigeria and Lebanon.
- Develop budgets and identify the Profit and Loss performance of the business unit.
- Develop manufacturing operations to meet business needs
- Handle and oversee the needed procurement and logistics to meet business objectives.
- Utilize different logistic software to keep track of all operations
- Maintain close contact with customers to gain insight into their needs as well as general market requirements for business unit products.
- Interact with current and prospective customers, trade, logistic, procurement, regulatory parties.
- Provide direction, analysis and recommendations based on reports, and factual data relating to products, markets, and pricing.
- Develop a budget plan and manage the business unit within budget constraints.
- Oversee and supervise operation officers. Conduct onsite visits as needed.
- Ensure that the business unit conforms to local and governmental regulations.
- Prepare the needed reports for upper management.

Supply Chain Manager

IControl | 2018- present

- Plan, execute and oversee day-to- day implementation of all projects
- Negotiate shipping prices and transportation arrangements with contracted providers.
- Maintain clear and consistent communication with suppliers, vendors, and shipping contacts throughout the procurement lifecycle.
- Coordinate and oversee operations in order to forecast orders and meet customer demands.
- Optimize operational resources while executing cost reductions and inventory controls.
- Ensure that appropriate import and export compliance procedures are followed by team members and contracted service providers.
- Forecasting needed supplies and resources according to budgets and set policies.
- Ensure stock availability, conducting frequent warehouse visits.

— LANGUAGES —

- English | Excellent
- Arabic | Native
- French | Basic

— COMPUTER SKILLS —

- Microsoft Office (word, excel, Visio, PPT)
- Wizard Software Solutions

— OTHER SKILLS —

- Project Management
- Strategic thinker
- Problem solving & analysis

- Implement strategies to improve service quality, employee efficiency, equipment performance and interdepartmental communication.
- Assist with the issuance of the sales invoicing purchases
- Ensuring compliance of all policies and procedures Overseeing & Providing technicians with a schedule of their weekly functions
- Conduct weekly meetings with my team & other team members on project progress & deliverance.
- Receive and review all reports provided by the technical and sales team
- Prepare & present all needed reports (weekly, quarterly, yearly) to the upper management and external clients
- Conduct random quality checks on all processes & functions related to procurement.

Senior Operations Coordinator

IControl | 2016 – 2018

- Plan, execute and oversee day-to-day implementation of all projects
- Forecasting needed supplies and resources according to budgets and set policies.
- Ensure stock availability, conducting frequent warehouse visits
- Conduct field visits to ensure that set processes being followed by staff members
- Following up with all related parties (internal staff, suppliers, and clients) on shipment and delivery dates.
- Coordinate with Finance Department on invoicing, pricing and reporting.
- Assist with the issuance of the sales invoicing purchases
- Ensuring compliance of all policies and procedures
- Assist the Operations manager with tenders and placing budgets
- Supervise, and define the tasks and roles of my team
- Assist in the definition of the roles of the technicians and sales team
- Overseeing & Providing technicians with a schedule of their weekly functions
- Conduct weekly meetings with my team & other team members on project progress & deliverance.
- Receive and review all reports provided by the technical and sales team
- Prepare & present all needed reports (weekly, quarterly, yearly) to the upper management and external clients
- Conduct random quality checks on all processes & functions related to procurement.

Procurement/Stock Keeper & Projects Coordinator

IControl | 2013 – 2015

- Forecasting material needed based on the reports of the Sales Department
- Placing orders to avoid any deficiency in the stock and to supply the needed material on time for project execution
- Coordinating with suppliers regarding new products and shipping procedures
- Arranging all the needed documents for shipping and customs clearance along with acquiring sea/air freight rates from different freight forwarders.
- Handling cross-shipments and determining the needed certificates in order to process orders.
- Issuing sales orders and tracking the stock

- Entering newly received shipments data on the system
- Coordinating with the technicians for installing the products and with clients for prompt delivery of their orders
- Cooperating with the Accounting Department on invoicing, pricing and reporting projects status

Logistics Specialist

Premium Shipping Solutions s.a.r.l | 2011 -2012

- Issuing daily reports regarding shipments movement between Europe and GC
- Getting daily updates about air freight shipments for key clients
- Assisting in the development of a software for tracking inventory

Operations Officer

BOECKER PUBLIC HEALTH S.A.L | 2010- 2011

- Supervising over two coordinators (each responsible for six teams)
- Acting as an assistant to the Head of the Sales Department
- Preparing daily schedule for the technicians
- Overlooking technicians, organizing their daily tasks, providing them with required tools and information about clients
- Following up on customer contracts
- Providing full information on pricings and appointments related to “new sales”
- Conducting site visits to VIP clients and spot checks over the technicians to ensure high quality of performance
- Conducting weekly meetings with the technicians
- Setting the yearly schedule and service reports of clients

Coordinator

BOECKER PUBLIC HEALTH S.A.L | 2010- 2010

- Data Entry
- Following up on the maintenance schedule of related departments
- Writing weekly reports for the upper management
- Following up with clients and setting appointments
- Preparing and reviewing the weekly inventory

Assistant Coordinator

BOECKER PUBLIC HEALTH S.A.L | 2009- 2010

- Data entry and filing on a day-to-day basis
- Performing daily operational tasks
- Checking up on stock requests
- Conducting spot checks on behalf of the coordinator
- Assisting in placing maintenance schedules
- Assisting in checking the weekly inventory