



## **Joelle Saber**

24/02/1988

Zouk Mosbeh

Al Oueini Street

Jean Atallah building

Phone# 76/383848

Marital status: Single

E-mail: Joelle.saber12@hotmail.com

## **PROFESSIONAL EXPERIENCES**

---

### **Prolites SAL – Adonis - Lebanon**

#### **Procom Audio & Lighting - Dubai**

February 2018 – May 2018 **Purchasing and Logistics Manager**

- Managing all international and local orders to Lebanon and to Dubai

#### ➤ **International Forwarders Services – Dora - Lebanon**

July 2017 – December 2017 **Operations management**

- Processing cross and local shipments
- Communicating with worldwide agents to get best shipping rates
- Following shipments from POL to POD
- Monitoring suppliers proper documentation
- Following shipment clearance at POD
- Process payments and invoices
- Confirming all shipping deadlines and priority cut-off times are met
- Making sure that special instructions are followed and utilizing appropriate methods at all times

#### ➤ **Mitsulift Group – Dbayeh - Lebanon**

April 2015 – July 2017 **Senior purchasing and logistics coordinator**

- Responsible for purchasing and shipping process to all branches in different countries
- Processing purchasing transactions and requisitions for international orders
- Planning and following-up shipping processes
- Controlling and maintaining stock levels
- Monitoring suppliers proper documentation
- Ensuring safe reception of procured materials
- Following shipment clearance at POD
- Issuing Customs reports and data
- Process landed cost for each shipment

➤ **Pharmaline SAL - Nahr Ibrahim - Lebanon**

May 2012 – January 2015 **Procurement supervisor**

- Processing purchasing transactions and requisitions
- Planning and following-up shipping processes
- Monitoring suppliers proper documentation
- Ensuring safe reception of procured materials
- Issuing landed cost reports of procured materials

➤ **LebChem SAL - Jeita - Lebanon**

October 2010 – January 2012 **Purchasing and Logistics coordinator**

- Locating and contacting suppliers
- Processing purchasing transactions
- Shipments follow-up

## **INTERSHIPS & TRAININGS**

---

➤ **Management Plus - Al Saifi - Lebanon**

May 2014 **Supply chain management training**

➤ **Bureau Fady El Roumy - Zouk Mosbeh - Lebanon**

February 2012 – April 2012 **Social Security deputy**

- Social Security clearance transactions
- MOF clearance transactions
- Executive administrative assistant

➤ **Banque Du Liban - Jounieh - Lebanon**

September 2010 **Internship at BDL (Internship Certificate)**

➤ **Bureau Veritas - Dora - Lebanon**

June 2010 – August 2010 **Executive administrative assistant and Customer service**

- ☐ Conducting forms, reports, and letters
- ☐ Providing customers needed inquiries

## EDUCATION

---

**Arab Open University – Badaro - Lebanon**

2006 – 2010 **Bachelor degree in Business Administration Systems and Management**

**College Notre Dame De Louaize – Jeita -Lebanon**

2004 – 2005 **Baccalaureate in Sociology and Economics**

## LANGUAGES & COMPUTER SKILLS

---

**Languages:** English (Fluent)

French (Fluent)

Arabic (Mother tongue)

**Computer skills:** Microsoft Office pack

Outlook Express

Oracle

Lotus Notes

Discoverer (Issuing Reports)

## SOCIAL ACTIVITIES

---

**Social:** First aid course organized by the Lebanese Red Cross

**Hobbies:** Reading, swimming, travelling