



Beirut – Lebanon.
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salim-slim@hotmail.com
08 December 1986
Lebanese.
Married.

Salim Zakaria Slim

Objective

Acquiring a job where my knowledge, skills and abilities are tested and my potentials are reached, getting the chance to have a Win-Win situation where I can be an asset for the company and where I can satisfy my will for self-development and advancement.

Work Experience

Mysk Al Mouj by Shaza Hotel
Muscat – Sultanate of Oman

Purchasing Manager - Preopening

May 2017 – May 2019

Duties including but not limited to:

- All the purchases and stores related to the Hotel's Pre-opening.
- All the purchases and stores related to the Hotel's Operation: F&B, Housekeeping, Engineering, IT.
- All the Hotel's inventories: OS&E, FF&E ...

Saudi Oger Ltd.
Riyadh – Saudi Arabia

Purchasing Section Head – Equipment & Vehicles
Purchasing Coordinator – Equipment & Vehicles

2014 – March 2017
2009 - 2013

Duties including but not limited to:

- Managing a list for many suppliers for many products/items.
- Achieve certain percentages in deal savings in a year.
- Managed to negotiate year end cash back in purchase value with various suppliers.
- Initiating requests for quotation and investigates potential suppliers and new supply sources.
- Providing full evaluation and analysis of priced quotations received from the suppliers to ensure Best Value for the business.
- Initiating referrals to the suppliers or requesting units whenever there is a need for approvals or additional information.
- Negotiating prices with suppliers whenever possible and prepares a price comparison table, forwards for approval as per Purchasing Authority Matrix.
- Preparing purchase orders and send copies to suppliers and to departments originating requests.
- Coordinating with the suppliers to fulfill purchasing formalities and ensure timely delivery of material.
- Contacting suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.

- Reviewing all completed store receipts and related documents prior to sending them to head office accounting for closing.
- Monitoring of the sections buyer's daily performance to ensure maximum efficiency.
- Ensuring all purchasing is carried out in a timely manner delivering best value to the business.
- Responsible for ensuring all team members work ethically and responsibly within the Purchasing process.
- Provision of any required Purchasing Reports requested by the Purchasing Director.

Education

Bachelor's Degree/Higher Diploma, Accounting and Auditing July 2008
 • Lebanese University - Faculty of Science and Business Administration. Beirut

Languages

- Arabic: Native Language.
- English: Fluent
- French: Fluent

Computer Skills

- Ms Office Practitioner: Word, Excel, PowerPoint, Access.
- Internet: Advanced level of Surfing & Browsing.
- Hardware: Basic Knowledge / Basic Troubleshooting.
- Experience working on ORACLE system.
- Experience working on Micros Fidelio (Material Control)

General Skills

- Experience in utilizing and managing relationships with colleagues, broad teams of multinational and multifunctional professionals, and senior executives.
- Strong experience in identifying problems and/or performance enhancing opportunities, and providing tailored solutions.

Training & Certifications

Accounting, Auditing, Computer & Financial Consulting August – October 2007
 Aman Office Beirut – Lebanon

Areas of Training: All scope of work related to Accounting

Interests & Activities

- Reading,
- Media: Social Media / News Websites / National Geographic.
- Sports: Football, Basketball, Swimming,

References:

Available Upon Request.