

Josiane Fouad El Hawa

Objective

A job where I can contribute positively and efficiently to the success of the company given my gained experience and education.

Personal Information

Lebanese, Female,

Work Information

Malia Group-Leadline Offshore

Procurement Coordinator- December 2015-Till present-

-Working directly with multiple departments to process all in inventory items required for job execution and daily operations under the supervision of the department manager by participating in the team in preparing strategies to optimize product delivery and cost.

-Coordinating with the sales department to help them develop a plan, to reduce costs and increase profits by following up on getting best quotes for shipping their material & negotiating when needed the payment delivery terms with the vendor, under the supervision of the department manager.

-Monitoring production time lines and tracking progress with vendors and project owners, ensuring meeting due dates (following-up closely on delivery dates communicated by our suppliers and making sure all our records are updated). Reporting delays automatically to the management and updating all concerned parties regarding any issue.

-Reviewing purchasing agreements done with our vendors (finalized by our managers), upon placing any order and making sure that PO's will be issued following those conditions ,using Oracle system and updating internal tracking sheet.

-Following up on execution of the payments related to the suppliers: Preparing bank transfers, advanced payments, verification of letter of credits related to the orders placed and get Site & Procurement manager along with Auditor's approval.

-Tracking and monitoring shipment's arrivals to final destinations (Iraq..) , verifying that documentation is complying with destination's requirements ,customs rules & final receiver's requests (commercial invoices, Bill of ladings, COO ,..) and finally making sure everything is submitted for manager's confirmation .

-Coordinating with the Warehouse team and notifying them about goods arrival, checking and maintaining accurate articles codes in all our data bases (Oracle system & M force system) .

-Checking and verifying office, stock expenses, Landed Cost data entry and submitting them to the manager.

- Partnering with accounting department to resolve merchandise invoice discrepancies if any, reconciling monthly merchandise accrual forms and making sure to keep track and archive all documentation.

- Reviewing, Tracking, Updating and maintaining purchase orders until they are closed.

**Malia Group- Leadline Off-Shore- Jdeidet El Metn-Lebanon
Office Coordinator- June 2014-Till December 2015-**

- Following up on office workflow procedures to ensure maximum efficiency, monitor office supplies inventory and place orders.

- Maintaining files and records with effective filing systems.

- Supporting other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc .petitcash, and stationary, scanning, filing).

- Greeting and assisting visitors when they arrive at the office.

- Ensuring timely and proper reservations for the business trips requests from the team, managers, clients& visitors (flight tickets, hotel bookings, taxis booking) .

- Coordinating with the accounting department when necessary to provide additional data on invoicing, allocation.

- Coordinating and planning company's social events that take place during & after business hours (dinners with clients, birthdays ..)

**ABC Head Office –Dbayeh- Lebanon
Internship within the administration office & Human Resources
department - January 2013 till June 2014-**

- Managing the schedule for all company's conference and meeting rooms, ensuring that executive meetings needed are always met.

- Reporting requirements and documentations "Master Sheet –JDE"i(including personal details of all new staff members and accurately maintaining data of all existing employees).

- Compensations practices data entry: Payroll –Cnss –Family allowance, salary.

**GHIA HOLDING- Beirut
Internship - August 2012-December 2012**

- Providing support to various departments in data entry specially HR (papers , working on the time attendance and payroll system,Cnss ..)

- Monitoring Uniform delivery and stock

Harbor 201 –Beirut -Lebanon .
Hostessing / Reservation- March 2011---Till December 2012

Le Maillon –Beirut -Lebanon.
Hostessing /Reservation - September 2010- Till March 2011

Sky management- Beirut & Egypt
Hostessing & Events department -Summer 2010

Education

B.A . in Business Management
AUL university -Kaslik-
September 2010-June 2013

B.A in Sociology
Lebanese University-Beirut – 2 semesters
September 2009-June 2010

Lebanese Official Bac in Sociology &Economy
Lycee de Jounieh –June 2009

Primary Class – Till secondary classes
- Ste Famille Francaise Jounieh

Computer Skills

Excel, PowerPoint, word, Oracle M Force system
Language and internet skills.

Languages

Fluent in French, English and Arabic.

Hobbies

Events planning, reading .

Character

Hard working, friendly, dedicated and very sociable, able to work under supervision.