

**Samia Bou Saada Chammas**

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## **Procurement and administrative officer**

Hardworking and capable procurement officer with a track record of significantly reducing costs and improving a company's processes and purchasing programs. Making sure that the company has a competitive edge compared to other competitors. Always delivering results against strategic objectives. Looking for new and more challenging tasks to tackle which will make best use of existing abilities and knowledge.

## **Competencies**

- Strong attention to detail
- Able to maintain good relationships with customers
- Good knowledge of IT systems and software
- Able to work flexibly
- Able to respond to an increased pressure of work
- Good time management
- Strong administration skills
- Strong organizational skills
- Team worker and strong leader
- Ready to hear other's opinions before taking decisions
- Ready to trade knowledge and experience to others

## **key Skills**

- **Leadership skill:** Leads by example, more than welcome to help others with their tasks. Willing to share experience and knowledge with teammates and not afraid to motivate and to build stronger bonds with others in order to deliver exemplary performance and to achieve high end results to push the company to greater limits.
- **Perfectionist:** Keeps on working on tasks until meeting the company's standards in order to satisfy customers as well as company's personnel, and foremost to make the presence of a company felt in the market.
- **Strong fleet management:** Able to manage a large fleet of cars and trucks whilst having the ability to manage fuel consumption and keeping track of paper work for each part of the fleet.
- **Multitasker:** Ability to work on multiple task in the same time while giving each task the importance and attention it needs in order to finish it in a fast but right way.
- **Fabrics knowledge:** Great knowledge of a wide variety of textile material. Knowledge of how to deal with fabrics in order to turn them into valuable products that the customers would buy and be satisfied with.

## **Career**

- **Procurement and Administrative Officer,**  
Fonciere Hazmieh (Zoghzoghy Group)      **July 2001-To April 2018**
  - Handle purchases of all office supplies and its related stock control
  - Negotiate prices and finalize suppliers contracts in line with the company's strategy
  - Monitor and Control of the Company's fleet vehicles in terms of:
    1. Renewal of official documents (Mechanique, Authorization permits, Insurance etc.)
    2. Update Maintenance file for each of the Company's fleet vehicles on yearly basis (Lubricant change, Repair a maintenance etc..)
    3. Spare parts acquisitions and usage
  - Monitor, Track and Control fuel consumption at group level
  - Order stationeries, print and follow up on scheduled delivery
  - Purchase fuel for Generators and monitor consumption
  - Monitor, Track phone records for each of the Company's group extensions and report discrepancies
  - Monitor on monthly basis the incurred expenses of the company vehicles in order not to exceed the forecasted budget
  - Prepare a monthly report of all incurred expenses related to office supplies, fuel and spare parts consumption
  - Finalize yearly budget of office supplies and vehicles fleet.
- **Assistant Administrative Manager,**  
Khlat-Mouawad (Contracting Company)      **August 1994 –To October 1999**
  - Handle purchase orders for site construction (equipment, spare parts, lubricants and fuel)
  - Suppliers Invoice Control
  - In charge of issuing weekly and monthly summary reports
  - Handling correspondence (faxes, mail etc...)
- **Cost Controller,**  
Noir De Blanc (Cloth Manufacturer)      **Dec 1993 –To July 1994**
  - Handling cost of products (locally made clothes)
  - Managing employee payroll

## EDUCATIONAL QUALIFICATIONS

**Master in Marketing**, Saint Joseph University, Beirut      **Sept 1991-June 1992**

**Bachelor in Management**, Saint Joseph University, Beirut      **Sept 1988-June 1991**

**Univ. Institute of Tech.**, Saint Joseph University, Beirut      **Sept 1987-June 1988**

## COMPUTER SKILLS

- Proficient in MS Office (Word , Excel , Power Point) and Oracle

## PERSONAL INFORMATION

**Languages:** French , English and Arabic (fluent)

**Nationality:** Lebanese

**References available upon request**