

## **Chadi M. Rebeiz**

**Date of Birth:** 06-07-1984

**Marital Status:** Married with 2 Kids

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### **PROFESSIONAL EXPERIENCE**

#### **C.A.T Group – Contracting and Trading company Saudi Aramco projects (Oil and Gas)**

**Dammam, Saudi Arabia**

##### **Local Procurement Manager**

July 2023 – April 2024

- Follow up with all subordinates Section Heads (Pipeline, Electrical & Instrumentation, Mechanical, Civil & Subcontract) to ensure that they are performing their delegated tasks in accordance to the department policies and procedures.
- Manage Workflow including administrative part e.g., team assignments, team evaluation, appraisals, employee vacations, employee breaks .... etc.
- Train, coach and mentor team members and enforce career development, team building activities and strategic thinking.
- Ensure the performance of teams to conduct the assigned tasks within the planned duration.
- Review the progress of procurement activities related to all projects with assigned teams including review of procurement plan, progress of material submittal and issued purchase orders/subcontracts.
- Assist in preparing periodic performance reports for the section and provide input into the Procurement's performance report. Review the section progress reports and direct work plans to ensure alignment with the department targets.
- Review and approve the suggested vendors list for each of the project items.
- Review and approve all purchase orders and subcontracts issued by team members and reviewed by section heads.
- Participate in development and enhancement of Department policies, procedures and standards to reach organizational objectives.
- Participate in negotiation of Mega deals to ensure optimum value, delivery duration, terms and conditions considering the project cash flow and execution plan.
- Participate in strategic deals and long-term agreements with suppliers to get the maximum discount percentages and payment facilities to serve several projects and enhance cash flow.
- Establish and strengthen relationships with suppliers/vendors.
- Contribute in assessing supplier performance, supplier evaluation and recommendations.

#### **C.A.T Group – Contracting And Trading company Saudi Aramco projects (Oil and Gas)**

**Dammam, Saudi Arabia**

##### **Senior Procurement Officer**

April 2023 - July 2023

- Devise and employ fruitful sourcing strategies.
- Discover the most profitable suppliers and initiate business partnerships.
- Negotiate with external vendors to secure the most advantageous terms.
- Finalize details of orders and deliveries.
- Examine and re-evaluate existing contracts.
- Collaborate with key persons to ensure the clarity of the specifications and expectations of the company.

- Control spend and build a culture of long-term saving on procurement costs.
- Devise and employ fruitful sourcing strategies. Discover the most profitable suppliers and initiate business partnerships.
- Negotiate with external vendors to secure the most advantageous terms.
- Finalize details of orders and deliveries.
- Examine and re-evaluate existing contracts.
- Collaborate with key persons to ensure the clarity of the specifications and expectations of the company.
- Control spend and build a culture of long-term saving on procurement costs.
- Handling all Financial matters between suppliers and C.A.T Group

**BL Harbert International**  
**The New US. Embassy Compound**  
**Senior Buyer**

**Awkar, Lebanon**

*October 2018 - March 2023*

- Managing the flow of equipment and materials necessary for the proper continued operation of the construction site.
- Negotiation of local contracts for purchase of materials and services.
- Centralized and monitoring of all local procurement.
- Compliance of supplier invoices.
- Receiving and checking deliveries.
- Choosing leading providers and placing the orders.
- Following security procedures in the ins/out operation.
- Establishing reliable lines of contact with field management team to ensure that all field purchase orders are accurate.
- Providing liaison services between vendors and departments for order status, procurement procedures, and problem resolution; researches sources of supply; advises departments on cost effective alternatives.
- Compiling data relating to supplier performance to enable evaluation.
- Monitoring and advising on any issues which present risk or opportunity to the organization.
- Adhering to any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors.

**United Lighting & Contracting SARL**  
**Warehouse Manager**

**Beirut, Lebanon**

*October 2017- August 2018*

- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Contributes to team effort by accomplishing related results as needed.
- Communicate with drivers to ensure efficient delivery of products.
- Inspect condition of tools and equipment.
- Communicate with distributors, suppliers, employees and head office to ensure quality and delivery standards are upheld.

**KFOURY Engineering & Contracting**  
**Purchasing & Logistics Assistant Manager**

**Beirut, Lebanon**  
**Sep 2009 – Nov 2017**

- Submitted purchase requests to the appropriate suppliers and subcontractors.
- Communicated with cost control and planning departments to ensure accurate/ efficient budgeting.
- Set reviewed guidelines for assessing various offers received.
- Reviewed received offers and shortlist according to both quality of products and price of submitted proposal.
- Negotiated with merchants' contract prices and payment terms.
- Worked on the procurement of large projects with an approximate yearly budget of USD 5,000 000.
- Supported the Logistics manager on landmark projects including Tower44, Red Rock, Trillium Tower, Beit Misk Village, Crystal Towers and many others.
- Provided the site engineers with all the needed resources to complete their daily works by ensuring compliance with all contracts requirements.
- Reviewed technical specifications for raw materials, components and equipment (Heavy medium or light).
- Tracked and reported key functional metrics to reduce expenses and improve effectiveness.
- Partnered with stakeholders to ensure clear requirements documentation.
- Relied on the forecast price and market trends to identify changes of balance in buyer-supplier power.
- Maintained updated records of purchased products, delivery information and invoices.
- Managed strategic plans & Logistics including warehousing, transportation, maintenance and customer services.

**EDUCATION**

**ITI (Institut technique Industrielle), Beirut**  
*Technique superieur, Graphic Design*

*Sep 2004 - June 2007*

**Sagesse St Maron, Jdeideh**  
*3<sup>rd</sup> Secondary, Social Economics*

*Sep 2003 – June 2004*

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**Skills & Languages**

**Procurement skills:**

- **Supplier Management:** Expertise in supplier selection, relationship management, and performance assessment.
- **Procurement Processes:** Proficient in strategic sourcing, bid management, and inventory control.
- **Financial Acumen:** Skilled in budget management, cost reduction strategies, and financial analysis.
- **Technical Proficiency:** Advanced knowledge of procurement software ERP systems, and data analysis tools.
- **Compliance and Risk Management:** In-depth understanding of procurement laws, risk mitigation, and ethical sourcing.
- **Leadership:** Strong leadership and team management abilities, with experience in cross-functional collaboration.
- **Communication:** Excellent negotiation, presentation, and stakeholder management skills.
- **Analytical Thinking:** Proven problem-solving and critical thinking capabilities.
- **Project Management:** Effective project planning, execution, and change management skills.

**Technical Skills:** Proficiency in Microsoft Windows, **Word, Excel, PowerPoint, Access, Adobe, Outlook** and **Violin Integrated, ERP Hardhat** Proficiency.

**Soft Skills:** Time management, organization & structure, attention to details, verbal & written communication

**Languages:** **Arabic** (Native) • **English** (Advanced) • **French** (Advanced)

**Passports:** **Holder of Armenian Passport**

**Holder of Lebanese Passport**