

Jackleen BouOrom



PROFESSIONAL PROFILE

Able to identify and implement strategies, strengthen relationships with the community. Broad-based management skills, with strong planning, communication, organizational and decision-making ability to successfully direct concurrent projects. Mentors staff and encourages a team environment for high levels of employee confidence and satisfaction.



00961 3 388196



jacklinebo@hotmail.com



<https://www.linkedin.com/in/jakleen-bou-orom-b8421ba4/>



Mount Lebanon- Lebanon



Education

Beirut Arab University (BAU) Beirut – Lebanon

- Industrial Engineering and Engineering Management. 2009 till 2014.
- 3.51 cumulative GPA –honored student with Jamal Abdel Al Nasser Prize.

Beirut Arab University (BAU) Beirut – Lebanon

- Masters in Industrial Engineering and Engineering management; specialty Production and Service System 2015 till end of 2018. 3.87 cumulative GPA.



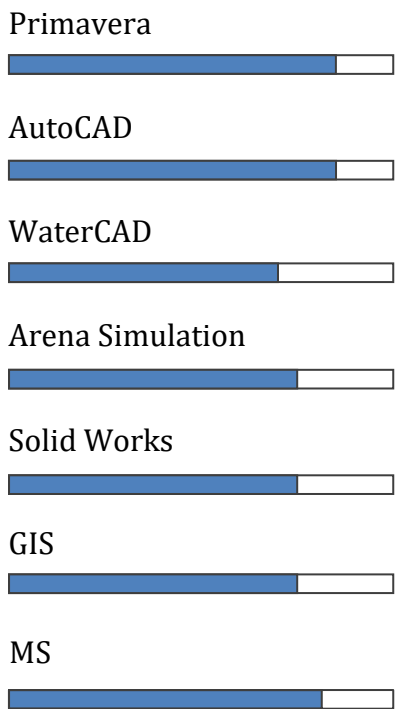
WORK EXPERIENCE

▪ From October 2017 till present - Al Rawan Company s.a.r.l

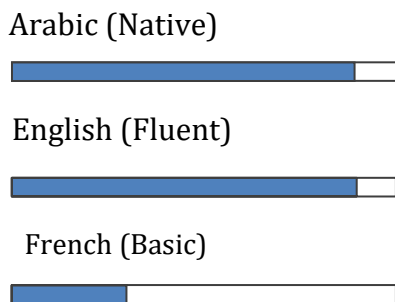
➤ Tender Engineer and Supply Chain Manager:

- Identification of all requirements in requisition for purchase issued by the Design Department.
- Manage and coordinate with warehouse officer the stock concerning the material needed to ensure our projects requirements.
- Prepare the work plan and methodologies of the projects.
- Price the project on breakeven point, determine the margin of profit with the management, two different prices, determine the higher and the lower bound to bargain
- Controlling the purchase and supply of all procured items & services
- Meeting with consultant for approval or project variation, discussion of different proposal with advantages and disadvantages
- Negotiating price and terms of products with suppliers
- Monitored the construction of projects and the budget flow for the regulated utilities of the water company.
- Prepare all needed technical file for tenders and Receiving the price quotations.

Skills



Languages



EXPERIENCECONTINUED

- Planning, Scheduling and following up in terms of time, resources and cost report.
- Preparing submittal of material based on the specifications and design
- Maintained quality control, site supervision and inspection activities on assigned projects and implements corrective when required.
- Preparing submittal of material based on the specifications and design.
- Supervising and managing the contracted staff in the project.

Awarded Projects:

1. Equipment of a Well to be linked to Al Rmeileh Town Reservoir – **UNDP**.
2. Supply & Installation of a Submersible pumping unit, electrical control panel, accessories for new Borehole & Construction of a Control Room IN Ansar, Zefta, Haboush and Mieh w Mieh – **UNICEF**
3. Supply Contract for the supply and Installation of Generators in Ain Baal – **INTERSOS**
4. Supply and Installation of Submersible Pumps in South Lebanon Location Ain Qana – **Mercy Corps**
5. Construction and equipping of new Reservoirs, Pumping stations wells in Qab Elias and Bar Elias for BWE– **UNICEF**
6. Constructing 33 seated reservoirs and rehabilitating 17 springs – Bekaa Lot - **UNICEF**

From November 2016 till September 2017 – Care International.

➤ Wash Engineer officer

Enhancing Water supply and waste management for the vulnerable population affected by the Syrian Crisis in South Lebanon –
Donor: European Union. DEVCO

- Perform site supervision and inspection of the works during execution and at completion.
- Check the submitted material if they confirm the agreed design and specifications of the project.
- Follow up with all the parties (Donor, contractor, Water establishment and consultant) to ensure work is executed based on the agreed time frame.
- Conducting site visits with EU representatives and local authority.
- WATERCAD training with water establishment employees.
- Liaise with other project departments and give support when needed.
- Ensure the follow-up and the proper use of materials, tools and assets during the activities;
- Collect all information and written/orally reports on the progress of the activities on a daily and weekly basis as per established reporting formats;
- Report immediately any delay, problem or other relevant information to the WaSH Project Manager and coordinator.

Awards

*Jamal abed l Nasser prize
for honored 1st rank student*

- **Senior Project 1:** *Analytical Study of Water Station in East Saida region submitted to South Lebanon Water and Waste Water Establishment. Grade: 95/100*

- **Senior Project 2:** *Supply Chain and Logistics for Sollino Group. Grade 95/100*

- **From September 2014 till December 2015 - Sallaum Lines International – MMS “Maritime Management Services**
- **Purchase Coordinator (Assistant Logistic Manager)**
- Prepare the purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, informal quotations, and negotiations following established district criteria and state purchasing rules.
- Prepare all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
- Assist in receiving and evaluating formal bids and make recommendations for the award of contracts to business manager for school board approval.
- Assist in obtaining and studying comparative prices and quotations. Make purchasing decisions based on information obtained.
- Detect, research, and resolve purchasing issues and problems with incorrect orders, invoices, and shipments.
- Administer contracts and handle adjustments with suppliers, including replacement of material not conforming to specifications, cancellation of orders, and ensuring receipt of proper credit.
- Prepare and maintain vendor database and bidder lists.
- Contact different suppliers in order to get prices with best quality needed, amend terms and conditions of sales to achieve optimal conditions.

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- **From March 2014 till July 2014 - ARJ “Ahmad Rajab Jubaili& Co.”**
 - **Project Coordinator and Quality Officer.**



REFERENCES



Eng. Charbel El Khoueiry
Purchase Manager and
Technical Assistant
Sallaum Lines International
+96176811092
purchase@sallaummms.com



Eng. GulnardTers
Quality Management
Engineer at Social Impact
-USAID
+96171211099
gulnardters@gmail.com



Eng. Mohamad El Mohamad
Head of Mechanical Engineers
at Al Rawan Company
+96171298710
mohammad_erhiel@hotmail.com