



## **Curriculum Vitae**

### **Personal details:**

Name : Michel  
Family name : Khater  
Date of birth : 3/01/1985  
Nationality : Lebanese  
Marital status : Married  
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### **Work experience:**

February 2017 - till present: H-Deco

#### **Procurement manager:**

- Coordinate all the purchasing activities of the company related directly or indirectly to the production department.
- Keep good communication with all suppliers and be able to negotiate prices, freight, delivery options etc..
- Act as the main contact with existing and potential suppliers and sub-contractors.
- Process purchasing requests received from the warehouse department and sub-contracting requests received from the Design and Projects department – issue Purchase order according to the written departmental procedures.
- Prepares, analyzes, and negotiates request with local suppliers for efficient delivery of products and services
- Tracks and develops reports to identify progress of cost saving initiatives and process efficiencies.
- Provide feedback, where necessary to other concerned departments on the status of the purchasing/ sub-contracting request – enabling them to plan accordingly
- Work closely with the Quantity surveyor (DP dept.) to provide him with the information and prices necessary for the costing process.
- Responsible for controlling the received materials to ensure that all items ordered are received in a timely manner, as per the purchase order.
- Maintain the quality history of suppliers/ sub-contractors - update suppliers/sub-contractors evaluation records - take necessary curative and corrective actions where necessary according to the written departmental procedures.

- Maintain an approved supplier/ sub-contractor list.
- Responsible for the purchasing of office supplies and equipment.
- Audit all billing related to procurement making sure that the bill represents the prices agreed on and the quantities ordered and submits to accounting for payment within specified time frames
- Initiates corrections, cancellations and reissues purchase orders when discrepancies are discovered in prices and specs related to purchase orders.
- Control the application of the Quality Management System within the Purchasing Department by maintaining the existing system and researching areas for improvement (Example: Recording and following up on Corrective and Preventive actions requests)
- Control of Department's records as per the QMS Control of Records procedure

### January 2010 – December 2016: Bois D'Afrique

#### **Purchasing manager:**

- Maintain records of goods ordered and received.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Analyze market and delivery systems in order to assess present and future material availability.
- Resolve vendor, and claims against suppliers.
- Review, evaluate, and approve specifications for issuing and awarding bids.
- Prepare reports regarding market conditions and merchandise costs.
- Establish and manage relationships with suppliers to secure competitive pricing and efficient agreements with suppliers.
- Take ownership of orders from the time order is requested by planning till orders are cleared and enter warehouse
- Understand the production department needs to take into consideration when ordering the right material and on time scheduling.
- Prepare reports on market conditions and dynamics of major material.

May 2007 – January 2010: Bois D'Afrique

**Assistant purchasing manager:**

- Responsible for the control and adjustment of stock materials.
- Purchasing of goods and accessories occasionally.
- Receiving orders of raw materials & accessories from the storekeeper and coordinating with the purchasing manager.

**Education:**

Fall 2004 – Summer 2008: BA Degree In Business Administration – Systems: Arab Open University

Summer 2004: High school Degree in Economics and Sociology: Frères Sacre-Coeur Gemayze

**Languages:**

Arabic  
French  
English

**Computer skills:**

Microsoft word  
Microsoft excel  
Microsoft outlook  
Microsoft power point  
Fox pro stock management system  
Vision ERP system  
Visual Dolphin  
Opticut 5.22

**Hobbies:**

Motor sports

**References:**

Upon request

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