

JEAN JALEKH

SUPPLY CHAIN PROFESSIONAL



PROFILE

I am a Supply Chain Professional with a wide experience in Procurement & Purchasing, Sourcing, Operations, Logistics, Inventory & Warehousing and Production. Active in the Supply Chain field since more than 10 years, including 6+ years in Leadership Roles.



WORK EXPERIENCE

PERSONAL

	Jean Ghassan El Jalekh
	10 . 02 . 1986
	Single
	Lebanon

CONTACT

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	Bickfaya, Metn, Lebanon

SENIOR SUPPLY CHAIN OFFICER

June 2016 - current date

PREMIUM PARTNERS INTL.

Verdun, Beirut, Lebanon

Premium Partners are a leading marketing and indirect spend solution providers offering a range of tools to facilitate worldwide sourcing & delivery of indirect material and marketing tools.

Portfolio: BAT, JTI, Nestle, Del Monte, Mondelez, Pepsico, Airtel, Telcom, Zain Etisalat, Mobily, Al Marai...

- Streamlining the supply process of purchased goods from China, Europe and GCC area
- Handling all manufacturers, suppliers and production relations
- Leading the negotiations on all purchasing contracts: price, payment, delivery, R&D
- Developing new products in accordance with the client's field of work: developing ideas, sourcing manufacturers and raw material, linking between manufacturer-supplier-back office team-sales

SUPPLY CHAIN SUPERVISOR

May 2012 - June 2016

SFEIR INDUSTRIES SAL

Jdeideh, Lebanon

Sfeir Industries are professional manufacturers of industrial stainless steel kitchen equipment as well as importers & traders of professional cooking and laundry equipment.

Portfolio: Kempinski, Hilton, Sheraton, Dunkin Donuts, Lina's, Semsom, Cougley...

- Negotiating with suppliers: studying contracts and agreements, prices & discounts, payment terms, delivery terms, operations support, etc.
- Handling warehouses and inventories
- Coordinating & handling: suppliers, shipping companies, customs entities, clearing agents, packaging company, Industrial Research Institute (IRI), Insurance & banks
- Back office operations:
 - Managing ERP data entry and integrity
 - Issuing import & export documents: PO, PI, Invoice, PL, COO, COO form A, etc.
 - Managing account payables directly with banks: deposits, balances, TT, L/C, checks

CORPORATE PURCHASE EXECUTIVE

April 2011 - April 2012

INTEGRA - AWI

Sin El Fil, Lebanon

Integra is a publishing and AV service provider, that manages several magazines (Layalina, Waseet, SaZeh, Arabsturbo...), a newspaper (albalad & albaladonline) and a radio station (albalad).

- Handling all purchasing jobs related to the offshore affiliated offices located in UAE, Kuwait, Syria and Comoros Islands
- Coordinating shipping and deliveries with the logistics department
- Working closely with the marketing department on marketing events (local and offshore events)
- Following up on any shipping related documents: Invoice, PL, COO, Insurance, etc.

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SUPPLY CHAIN PROFESSIONAL



LANGUAGES

ARABIC - ENGLISH - FRENCH (FLUENT)

GERMAN (BASIC)



HOBBIES



Willing to relocate

LOGISTICS & STOCK CONTROLLER

HOKAYEM FRERES

Zouk, Lebanon

August 2010 - April 2011

Hokayem Freres are retailers of household products & appliances.

- Overseeing inventories and deliveries: internal and external
- Controlling the ERP stock system (Argus): Invoices, transfers, purchases, movements, costing
- Manifesting all stock movements between the warehouses and showrooms
- Coordinating and conducting regular inventory audits
- Processing all deliveries in/out of main warehouse and showrooms

PROCUREMENT & LOGISTICS OFFICER

CONSTRUCTION MATERIAL COMPANY CMC

Doha, Qatar / Jdeideh, Lebanon

June 2009 - June 2010

August 2008 - June 2009

CMC is a leading supplier of construction material, consultancy service provider and contractor (waterproofing, sports surfaces, swimming pools, insulation...)

- Handling discussions & negotiations with suppliers and manufacturers in foreign & local markets
- Coordinating with freight forwarders, banks, insurance companies, delivery service providers
- Following up all orders: invoices, packing lists, BL's, environmental approvals, civil defense approvals, dispatchs and deliveries, clearance, etc.
- Controlling stocks and inventories



TRAINING & WORKSHOPS

Project Management Professional (PMP)

Formatech - Sodeco

2019 - In progress

Certified Supply Chain Professional (CSCP)

MORGAN INTERNATIONAL - Apics USA - Beirut

2019 - In progress

Negotiation Skills for better procurement

SABER MENA - Verdun

2018

General Accounting & Finance

ALLC Int. House Beirut

2016



EDUCATION

MARKETING & SALES Bachelor

Institut de Gestion des Entreprises (IGE)

Université Saint Joseph de Beirut (USJ)

Beirut, Lebanon

2008

HIGH SCHOOL DEGREE

Lebanese Baccalaureate - French Baccalaureate

College Mont La Salle (MLS)

Fanar, Lebanon

2005