

Sarah Boudiab

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Procurement Manager /Office Manager/Project Coordinator

Procurement, Supplier Management, Project Coordination, Executive Assistant, Administration Management, Process Improvement

Dedicated, Energetic and result-oriented professional with 11 years' experience in planning and directing executive-level administrative affairs and support functions as well as managing projects. **Background includes** Project management and coordination, Managing vendors & suppliers, Evaluating Offers and Processing purchase orders, Preparing Tenders, Planning and coordinating business travel, meetings, itineraries, as well as serving as a liaison between the executive and his staff, and creating and implementing processes to organize the office, increase efficiency, and save expenses. Areas of expertise include:

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| ◆Supplier Management | ◆ Advanced Skills in Word, Excel |
| ◆Project Management | ◆ Managing Files, Records and Documents |
| ◆Contract Negotiation | ◆ Managing Calendars, Travel and Preparing Reports |
| ◆Procurement/Purchasing | ◆Tendering Process |
| ◆Logistic /Customs | ◆ Problem Solving |
| ◆Primavera Project Planner 3.1 | ◆ Ability to prioritize and multi-task |

Career Progression

MEMO Sarl

May 2019 to date

Business Development Manager

- Responsible for proposing overall budget, delivering monthly revenue forecasts.
- Planning and developing the right marketing strategy to get the product noticed by the target audience.
- Supervising and directing employees in their day-to-day tasks.
- Brief and train the sales force at quarterly sales meetings to create product awareness and demand.
- Set product pricing for new product releases to meet revenue and profitability goals.
- Performing and arranging successful product demonstrations for customers.
- Market research and developing the core positioning and messaging for the product.
- Making sure that operations run smoothly and according to company policy.
- Planning, directing and coordinating various aspects of the business.
- Proven ability to grow a business.
- Maintaining relationships with key clients.
- Excellent lead generation and development skills.

Procurement Manager / Senior Buyer / Custom Officer Logistic

- provide services so a procurement department ,manage suppliers and develop purchasing strategies which meet budgetary and other operational requirements of the company
- Seeking reliable vendors or suppliers to provide quality goods at reasonable prices. Negotiating prices and contracts. Reviewing technical specifications for raw materials, components, equipment or buildings.
- Responsible for buying the best quality equipment, goods and services at the most competitive prices to enable a company or organization to operate.
- Negotiate with vendors for the purchase of all materials, supplies, equipment and services used by the company. Essential Functions. Negotiates with vendors for good and services, negotiating the best possible price and service guarantee.
- Contract responsibility made with Subcontractor, customers, vendors, partners, or employees
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Control spend and build a culture of long-term saving on procurement costs
- Prepare the vendors list based on the contract requirement.
- Negotiating prices, quantities and delivery time-scales
- Selecting new products and reviewing the old
- Finding the right Suppliers
- Evaluate vendors' offers.
- Prepare & release purchase orders.
- Ensuring the products are delivered on time
- Budgeting
- Reacting to any changes in customer demand
- Maintaining relationships with existing suppliers while seeking new ones
- identifying and meeting suitable suppliers/manufacturers
- financial administration
- liaising with other employees about sales performances
- Follow-up on the shipping dates.
- Clearing goods through customs.
- Preparing and processing import and export documentation according to customs regulations, procedures.
- Advising customers on import and export restrictions.
- Classifying goods according to coding system.
- Calculating duty and payments owed on shipments.
- Conferring with officials in various agencies to facilitate clearance of goods
- Follow-up on the transportation to site.

Project Coordinator/Assistant Manager

- Develop and maintain a detailed project schedule including administrative tasks and filing of all projects documents
- Provide clear, accurate and up to date information and schedules regarding company projects to track performance
- Produce reports for senior management and executives
- Maintain Project Managers calendars and Ensure adherence to deadlines
- Exercise and maintain strict confidentiality of all the documents and communications.
- Handle all travel and hotel arrangements for projects taking place
- Follow up with Banks and prepare required documents like Letter of Credit (LC), Guarantees, etc.

Procurement / Supplier Management

- Manage Vendors and Suppliers to ensure timely and cost effective solutions for services required.
- Negotiate with suppliers, issue purchase orders and ensure materials are purchased and delivered in a timely manner and at the lowest cost, that includes follow up with shipping agencies
- Evaluating potential suppliers including extensive research on their offerings and capabilities
- Analyze trends in vendor pricing and sales activity to determine correct timing of purchases
- Evaluate Vendor Performance on the service delivered
- Maintain proficiency in computerized purchasing/business systems
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.

Tender Preparation / Supplier Management

- Responsible for Tender preparation, Tender book analysis, Sending request for clarifications to the contracting authority and Follow up to fulfill the eligibility criteria required by the tender book
- Coordinating the involvement of engineering, drafting, legal, administrative, tax and finance departments in the tendering process
- Analyze, compare and evaluate prices by sending direct consultation to suppliers of equipment's (e.g. Pumps, screens, scrapers, sand classifier, sand washer, mixers, blowers, aeration systems, hvac, valves, pipes, etc.)
- Handle supplier negotiation, analyze and validate the consulted suppliers offers and fulfill the comparative offers table
- Responsible to research, evaluate and select suppliers according to their qualification to satisfy client requirements
- Performing the cost estimation lists for the offer in concordance with parts lists received from the design engineering department;
- Provide all the necessary details for establishing the offer planning schedule;
- Prepare the technical files related to each items in the BOQ
- Assist the manager in preparing the financial file

Primavera Project Planner

Works as Planner Assistant helping in

- Schedule preparation
- WBS (Work Breakdown Structure)
- TheCash Flow Update
- The overall Plan Update

Office Manager/ Assistant General Manager

- Coordinate office staff activities to ensure better performance and maximum efficiency
- Planning and coordinating both business and personal travel, meetings, itineraries, serving as a liaison between the GM and his staff.
- Organizing and attending meetings and ensuring the manager is well prepared for meetings, taking minutes of meeting, Producing documents, briefing papers, reports and presentations;
- Implement Effective administrative procedures to organize the office and save expenses.
- Liaising with clients, suppliers and other internal staff.
- Dealing with incoming email, faxes, often corresponding on behalf of the manager;
- Organizing and maintaining diaries and making appointments
- Managing all office correspondence, filing, and emails.
- Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes at meetings or to provide general assistance during presentations
- Screening Resumes, Interviewing Staff and assist in the hiring process
- Exercised and maintained strict confidentiality of all the documents and communications.

Project Coordinator

- Participation and coordinate all Team Meetings.
- Prepare meeting minutes, presentations and tables.
- Develop and maintain a detailed project schedule including administrative tasks and filing of all projects documents
- Provide clear, accurate and up to date information and schedules regarding company projects to track performance
- Produce reports for senior management and executives
- Maintain Project Managers calendars and Ensure adherence to deadlines
- Exercise and maintain strict confidentiality of all the documents and communications.
- Handle all travel and hotel arrangements for projects taking place
- Book all accommodation and travel for projects taking place

Construction Management Consultant Co
Beirut- Lebanon

July 2007 to February 2009

Assist in the Procedures Development Department in the following tasks:

- **Estimation and cost control:** Data Collection, Progress Report, Budgeting Report, Direct/Indirect Expenses Reports, Materials Expenses Report, Subcontractor Vouchers
- **Claims:** Disruptions Analysis Costs, Damage index preparations
- **Escalation Cost:** Price changes related to the international and local markets that affects the project
- **Assist in the preparation of Real Estate Feasibility Study:** Market Analysis, Raw Materials and Supplies, Site Analysis, Human resources, Organization Charts, Engineering Section (Cost Estimates), Financial Analysis

Education

BACHELOR OF SCIENCE IN Management Information Systems (MIS) (2007)
Business & Computer University (BCU), Lebanon

Training Programs

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| • Professional Course in Scheduling and Control- Primavera (EduDMG) | 2013 |
| • Professional projects Planning & primavera Application (CMCCO) | 2007 |
| • Project Estimation and cost Control & Access Applications (CMCCO) | 2007 |
| • Claims (CMCCO) | 2007 |

Personal Details

Nationality: Lebanese
Marital Status: Married