

## **RAMI A. HARAKE**

**Address:** Hazmieh Main St. – Beirut - Lebanon  
**Tel #:** +961-71-163963  
**Nationality:** Lebanese  
**Place & Date of Birth:** Beirut, 22/11/1970  
**Email:** [abouhreik@hotmail.com](mailto:abouhreik@hotmail.com)

### **OBJECTIVE:**

Join a reputable organization that can offer me a challenging career and dynamic growth in Management, Operations and /or Procurement.

### **EDUCATION:**

**Bachelor Degree in Economics – B.A;**  
AMERICAN UNIVERSITY OF BEIRUT – A.U.B. (1991)

**Lebanese Baccalaureate II in Mathematics;**  
INTERNATIONAL COLLEGE, Beirut - Lebanon (1987)

### **PROFESSIONAL EXPERIENCE:**

**Duration:** December 2016 – Currently

**Company:** Chaddad Group

**Type of Business:** Construction & Contracting

**Position:** **Head of Procurement**

#### **Job Tasks:**

- Approve the list of trades such as items to be purchased, subcontract works, provisional sum and pc rates items that is prepared and issued by the procurement officers
- Determine the initiation of the inquiries to recommend suppliers / subcontractors
- Conduct final negotiations for the target/best price, delivery date, payment terms and quality of work
- Prepare letter of intent, subcontractor agreement and supply contracts
- Supervise the Coordination with suppliers/subcontractors to prepare necessary material submittals, compliance statements, pre-qualification documents and any other needed documents to submit same to consultant/client
- Supervise the Checking and calculation of the quantity of materials as needed to verify the actual cost
- Review and assess technical specifications, BOQ (Bill of Quantities) to determine suitable

vendors and suppliers

- Analyze and evaluate the purchase requisitions process to ensure clarity and completeness in description of material, service and equipment
- Review vendors and suppliers quotations to determine best price, delivery date and payment terms
- Approve issued purchase orders in accordance with selected suppliers, prices and technical specs
- Approve prepared comparative analysis documents related to specifications, price, delivery conditions and mode of transport
- Supervise the logistics department personnel, approve and monitor stock movements between warehouse and various sites

**Duration:** April 2013 – November 2016

**Company:** KIDZ SAL (KIDZMONDO) & KIDZ Holding SAL

**Type of Business:** Edutainment

**Position:** Supply Chain Director

**Job Tasks:**

- Research for new suppliers and follow market trends
- Liaise with suppliers
- Project stock levels
- Negotiate prices, delivery and payment terms with suppliers and subcontractors; review and evaluate their contracts when needed
- Select and evaluate suppliers and subcontractors; prepare, analyze and review comparison sheets and make recommendations to Top Management
- Approve suppliers invoices; manage budgets and prepare related reports
- Review, update and monitor the procurement process (including ERP system), policies, procedures, forms and records to ensure that procurement activities are running in an optimal and accurate method
- Review and process claims against suppliers to ensure all conflicts are resolved to the interest of the company
- Manage the retail sales team to increase sales and promotes company branded products
- Review and evaluates sales and monetary daily reports in retail POS
- Sets price according to landed cost as well as merchandising guidelines
- Manage the procurement action plan and process on the franchise level

**Duration:** February 2010 – December 2012

**Company:** Wood & Wood - Beirut - Lebanon

**Type of Business:** Wood Manufacturing

**Position:** Procurement Manager

**Job Tasks:**

- Review contracts documents and study requirements of materials to be procured
- Review, update and monitor purchasing process, policies, procedures, forms and records to ensure that purchasing activities are running in an optimal and accurate method
- Investigate and research availability of material sources

- Develop & maintain data base for materials, suppliers and subcontractors (local & overseas)
- Deal only with those suppliers and subcontractors who can meet the specified contract requirements
- Select and evaluate suppliers and subcontractors; prepare, analyze and review comparison sheets and make recommendations to Top Management
- Negotiate with suppliers and approve all acquired quotations in terms of prices, quality, terms of payment and delivery to ensure all purchase requests are closed on time and error free
- Approve purchase documents and sign POs
- Approve suppliers invoices
- Handle all quality related matters in terms of ISO implementation and applying its regulations in all departments.

**Duration:** January 2009 – December 2009

**Company:** Agricultural Development Company / TANMIA – Beirut - Lebanon

**Type of Business:** FMCG / Manufacturers of Chicken and Chicken Products

**Position:** **Purchasing Manager**

**Reasons for Leaving:** Better Package

**Job Tasks:**

- Negotiate with suppliers and vendors and approve all acquired quotations in terms of prices, quality, terms of payment and delivery to ensure all purchase requests are closed on time and error free.
- Review, update and monitor purchasing process, policies, procedures, forms and records to ensure that purchasing activities are running in optimal and accurate method.
- Plan, organize, direct, control and evaluate the purchasing activities to provide the best quality products and services in the lowest possible prices and in timely fashion.
- Review and update the “Approved Suppliers List” on weekly-monthly basis to ensure it includes the most recent information.
- Participate in the development of specifications for equipment, products and services.
- Review and process claims against suppliers to ensure all conflicts are resolved to the best interest of Tanmia.
- Process all trade logistics related to import & export (LC,COO,BOL...etc) to ensure all trade activities are carried out on time and accurately
- Coordinate with Material Planning on setting, reviewing and updating all infor regarding stock items (Min. Stock, Lead Time...etc) in order to ensure that it is up to date.
- Coordinate with Product Development on testing and clearing of new samples and products to ensure that all newly acquired products matches the corresponding specifications.

**Duration:** April 2006 – December 2008

**Company:** Arabian Construction Co. ACC - ACC/MATTA; DUBAI – UAE

**Type of Business:** Construction & Engineering

**Position:** **Procurement Manager**

**Reasons for Leaving:** Re-allocate to Lebanon

**Job Tasks:**

- Prepares with Contracts Manager/Operations Manager budgets per project in quantity terms and monitor material request from site signed by Construction Manager/Project Manager.
- Checks for possibility for internal transfer.
- Prepare and signs letters addressed to suppliers detailing specs and asking for quotations.
- Approve suppliers' offers by e-mail or fax review offers in terms of prices quality & delivery terms and prepare a comparison sheet for best three offers and select best offer.
- Approve and signs Purchase Orders to be sent to suppliers and store keeper. Indicates project and maturity date for payment on suppliers' invoices.
- Monitor flow of site receipts, invoices from suppliers, their matching and grouping with PO.
- Prepares a summary of invoices detailing cumulative amount and send form with attachments to chief accountant.
  
- Handles requests of purchase or rental of Plant & Equipment, approve purchase or rental of fixed assets and checks for possibility of internal transfer.
- Prepares Price Comparison Sheet based on offers from Renting agents or suppliers, Issues PO for required equipment, receives invoices from agent and site receipt from site, sends documents to chief accountant and indicates maturity on invoice In case of check payment.
- Receives request from site for a service (usually verbally), usually approaches service provider directly with out issuing an PO (depending on service type and cost), receives invoice, signs invoice (either pays invoice from petty cash or sends for accounts to issue check) indicates maturity in case of check payment.
- Negotiate and recommend contracts for subcontractors and labor suppliers working in the projects.
- Negotiates and signs maintenance contracts. Coordinates equipment maintenance as needed. Receives maintenance invoices, signs and indicates maturity.
- Signs and approve Equipment transfer orders. Coordinates for transferring the asset (either assign task to purchasing driver or rents necessary transportation equipment).
- Prepares a summary of cash expenditures and attaches to Petty Cash report, invoices, site receipts and PO (if available).

**Duration:** February 1998 – December 2005

**Company:** PALS S.A.R.L., Beirut – Lebanon

**Type of Business:** Food Processing and Packaging machinery supplier

**Position:** **Managing Director**

**Reasons for Leaving:** Deteriorating Political & Economic situation in Lebanon

**Job Tasks:**

- Handled company establishment in its Legal, Financial & administrative aspects and prepared all tax & social security declarations
- Managed recruitment of the sales team and managed sales efforts and personnel including administrative functions such as order processing.
- Analyzed sales performance data and provided plans for action.

- Developed commission and incentive programs to provide optimum sales performance and compensation.
- Structured and reorganized the Sales Team as necessary to accommodate a fast growing array of products, technologies and target markets.
- Assisted sales reps in closing large deals, providing customer service to accounts, and other management functions as necessary.
- Negotiated and managed relationships and purchasing of all machinery and supplies from Manufacturers.
- Maintain relationships with marketing partners with whom we jointly offer products and services and manage cooperative selling and marketing efforts.
- Determine price lists for all products and services offered
- Manage and direct the development and promotion processes of new products and markets.
- Conduct forecasts for potential customers
- Coordinated & Supervised Accounting and logistics tasks.
- Received payments or advances from Clients through checks or direct deposits, provides accountant with copy and send original to the bank for collection.
- Signed bank transfer letter for Staff Payroll and Staff salary payments.
- Coordinated with cashier payment schedule and signed cash payment vouchers.
- Signed all checks or cash payments for the Purchase of Machines or accessories.
- Negotiated with Bank all Facilities being overdraft, LG's & LC's (limits and rates). Approved and signed bank facilities agreements.
- Prepared & signed bank LC issuance form, LC amendments and any required documents upon maturity.

**Duration:** March 1991 – December 1997

**Company:** GRANADA S.A.R.L.; Beirut – Lebanon

**Type of Business:** Wooden Furniture Factory

**Position:** Sales Supervisor

**Reasons for Leaving:** Better Position & Package

**Job Tasks:**

- Supervised wooden furniture sales division including recruitment of the sales team.
- Handled planning and activity of the technical sales people covering all the territory which included Lebanon, Syria, Jordan, Iraq and Saudi Arabia.
- Handled directly big accounts in certain regions of the Middle East.
- Managed sales efforts and personnel including administrative functions such as order processing.

**SPECIALIZED SKILLS & LANGUAGES:**

**Languages:** Proficient in Arabic, English & French; Fair in Italian.

**Computer skills:** Excel, Word, PowerPoint, Access, Visio, Oracle, Dolphin & Outlook.

**TRAININGS & CERTIFICATES:**

- Certificate in Flexible Packaging; P.F.M. spa – Vicenza Italy (1997)
- Certificate in Documentary Credit (L/C); Chamber of Commerce, Industry & Agriculture – Beirut – Lebanon (2009)
- Certificate in Operations & Supply Chain Management; IRI/ELCIM – Beirut – Lebanon (2009)
- Certificate of attendance – Lebanese Labor Law Seminar by Dr Charbel Aoun – Beirut (2011)
- Certificate of attendance – Root Cause Analysis – CSA – Beirut – Lebanon (2010)
- Certificate of Training – ISO 9001:2008 Internal Auditor – CSA – Beirut – Lebanon (2010)
- Certificate of Training – DOLPHIN Stock software – Software Design – Beirut – Lebanon (2011)
- Certificate of Training – FIDIC conditions of contract 1999 – Order of Engineers & Architects – Beirut – Lebanon (2019)