

# Georges Maroun Fares

Ain El Remmaneh, Snoubra Street Abu l Hessen Bldg, 7<sup>th</sup> floor

Email: [gfares20@live.com](mailto:gfares20@live.com); [george.m.fares20@gmail.com](mailto:george.m.fares20@gmail.com) - Mobile: +961 70731769 - Date of Birth: 20-09-1990

A detail oriented procurement specialist handling the entire cycle of supply and demand in the company. Have a strong background in production planning, industrial sector and security systems products. Good knowledge in the technical aspects and good negotiation skills that achieve production targets and quality benchmarks. Seeking for a challenging role in a growing organization in the supply chain field where I can share my experience, excellent interpersonal communications skills and contribute toward building strong team that lead to the success of the organization

## Skills

- Negotiation
- Quality assurance
- Multi tasker
- Time management
- Detail-oriented
- Team player
- Decision Making and initiatives
- Learning strategies
- Self control

## Educational Background

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|----------------|--|
| 2016-2019      | <b>Masters in supply chain management</b><br>SAGESSE University - Tehouita, Furn El Shubbek, Beirut, Lebanon |
| 2009-June 2013 | <b>Business Administration</b><br>SAGESSE University - Tehouita, Furn El Shubbek, Beirut, Lebanon            |
| 2007-2008      | <b>Lebanese Baccalaureates in Economic Sciences</b><br>CHIYAH Official High School - Chiyah, Ain El Remmaneh |

## Career Background

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|------------------|---|
| Dec 2017-Present | <b>Purchasing Manager</b><br>AGEV Sal - PIKASSO group - Tehouita, Furn el Shubbek, PIKASSO bldg |
|------------------|---|

- Review daily production orders and create replenishment plans to meet production targets
- Forecast levels of demands
- Plan and manage inventory levels of materials or products
- Conduct quarterly inventory audit to ensure the accuracy of stock level
- Responsible on the operational processes handled by the stock coordinator and warehouse keeper
- Prepare purchasing reports to ascertain actual costs are within or below the estimated costs
- Support the quotation department on identifying estimated material quantity and cost for pricing
- Develop criteria and performance measurements to evaluate suppliers quarterly
- Collaborate with key persons to ensure the clarity and expectations of the specifications required
- Source foreign/local suppliers and negotiate competitive pricing and ultimate quality materials
- Prepare purchase orders and follow up with suppliers on lead time and deliveries
- Deal with subcontractors and monitor multiple chains required to get a finished product
- Process Invoices
- Control inventory movements and delivery orders to adapt a minimum and safety stock level based on availability, lead times, special orders and manufacturing process needs
- Manage the company's raw material waste and source local buyers to increase profit-margin
- Handle the entire cycle of shipments and ensure best rates and services

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- Assure compliance of received orders to the requested specifications and handle non conformity issues
- Training and coaching new employees

## Nov 2015-Dec 2017 **Purchasing Specialist**

AGEV Sal - PIKASSO group - Tehouita, Furn el Shubbek, PIKASSO bldg

- Review daily production orders and create replenishment plans to meet production targets
- Collaborate with key persons to ensure the clarity and expectations of the specifications required
- Source foreign/local suppliers and negotiate competitive pricing and ultimate quality materials
- Prepare purchase orders and follow up with suppliers on lead time and deliveries
- Deal with subcontractors and monitor multiple chains required to get a finished product
- Evaluate suppliers quarterly
- Control inventory movements and delivery orders to adapt a minimum and safety stock level based on availability, lead times, special orders and manufacturing process needs
- Handle the entire cycle of shipments and ensure best rates and services
- Assure compliance of received orders to the requested specifications and handle non conformity issues
- Coordinate with the finance department on payable processes
- Training and coaching new employees

## Feb 2014-Nov 2015 **Purchasing Specialist**

GUARDIA Systems Sal - Hamra, Lyon Street, Lyon bldg

- Responsible for regional purchases (Lebanon, Iraq and Nigeria) of low current and security system products (CCTV, Access Control, Fire Alarm, SMATV, Public Address Systems...)
- work on a clear BOQ and Costing sheet in coordination with the project manager
- Forecast Inventory needs in coordination with store personnel
- Deal with foreign/local suppliers and negotiate favorable terms, conditions and pricing
- Obtain and study comparative prices and quotations
- Initiate contact with suppliers to check on supply and stock availability
- Negotiate contracts and handle adjustments with suppliers
- Process purchase orders with daily coordination with the concerned department
- Deal with Freight forwarders and acquire the best shipping rate alongside with best lead time
- Track placed orders and follow on materials up to reach the site in time
- Ensure materials received as per the PO and payments are settled on time as per orders agreement
- Detect, and resolve purchasing issues and problems with incorrect orders, invoices and shipment

## Jan 2013-Feb 2014 **Operations administrator at Port of Beirut**

ESITERS Co. - Dora highway, Bucatti bldg

- lead and manage 20 operators
- Register and update all Master data (customers, users, vessels, goods...)
- Handle different operational problems faced with the operators
- Manage and control all the invoices problems
- Set meeting with POB operations managers to discuss new processes and procedures
- Keep in touch with agencies

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Jan 2011-Dec 2012

## **Data entry at Port of Beirut**

ESITERS Co. - Dora highway, Bucatti bldg

- Data entry for all data that refer to warehousing (cars, cargo)
- Training new employees

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## **Technical Skills**

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|-------------|------------------|--------------------------------|
| • MS office | • Visual Dolphin | • AutoCAD (ordinary knowledge) |
|-------------|------------------|--------------------------------|
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## **Languages**

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|---------------------------|-------------------|----------------|
| • Arabic: Native language | • English: Fluent | • French: Good |
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## **Hobbies**

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| • Swimming | • Reading | • Workout |
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## **References**

References will be provided upon request