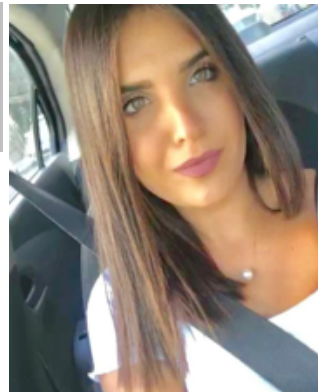


Name: Cyrine Majed Zahereldine.

Email: Cyrine.zahereldine@gmail.com



Personal details:

- **Address:** Beirut, Lebanon.
- **Phone number:** 71-060795.
- **Date of birth:** February 10, 1995.
- **Status:** Single.

Objective:

Seeking a new challenging opportunity, where I will be able to develop my capacities in Purchasing field and to gain new experience, stability and constructive workplace for communicating and interacting with customers and people.

Work Experience:

1) Senior Demand Planner at Société De Gestion De Restaurants “SGR” (January 2019 Till

Present): Chain of 5 Restaurants (Parrila, N°6 NumeroSix, Em Sherif Sea Café, Em Sherif Café, Em Sherif Restaurant).

Task:

- ✓ Planning delivery timetables
- ✓ Ensuring stores have enough stock
- ✓ Making sure suppliers have enough stock to meet our demand
- ✓ Overseeing the ordering and packaging process
- ✓ Monitoring stock levels
- ✓ Negotiate contract terms of agreement and pricing and close the deals along with the GM
- ✓ Track orders and ensure timely delivery
- ✓ Review quality of purchased products
- ✓ Enter orders and ensure timely delivery
- ✓ Review quality of purchased products
- ✓ Enter orders details (e.g. vendors, quantities, prices) into internal databases
- ✓ Maintain updated records of purchased products, delivery information and invoices
- ✓ Prepare reports on purchases, including cost analyses
- ✓ Monitor stock levels and place orders as needed in coordination with the concerned parties to avoid and stock shortages
- ✓ Ensure proper storage
- ✓ Implement purchasing strategies within the group in coordination with the GM

2) Purchasing Coordinator at “Boubess Group” (October 2015 Till December 2019)

Chain of 23+ Restaurants (Franchise, Fine dining, Italian) Kaiten, Café Hamra, Napoletana, Scoozi, Le Relais de L'Entrecote, The Met Café, Metropole, Pomodoro, Cucina, The Butcher Shop and Grill, Angelina, Coast, Café Libanais, Café Centreville, Market, Cozmo Café, Magnolia, Café De Flore, Hotel Le Commodore 5* and Lifestyles Gym and Spa 5*

Task:

- ✓ In Charge of all admin office work from organizing all the supplier files and checking all the daily invoices and orders from their updates of prices quantities posting them on Navision or sending them to the accounting Department.
- ✓ Organizing the meeting schedule for the Purchasing manager after answering all the phone calls and check all the appointments.
- ✓ Holding the responsibility of monitoring suppliers performance from quality control after getting introduce to all the suppliers of country
- ✓ Communicate with alternate vendors to negotiate better pricing and procuring cheaper materials alternative Sources, especially with international corporate suppliers to ensure the best negotiable price.
- ✓ Ensure on time delivery for all the restaurant regarding their request and orders

3) Operator at “Le Commodore Hotel” (Starting June 2014 Till October 2015)**Task:**

- ✓ Receive all phone calls and transfer them to the concern Department
- ✓ Checking the opera system
- ✓ Posting all the data of the Hotel on Social Security System

Education:

- Business Administration Student at Modern University For Business and Science (2014-Present)
- Lebanese Baccalaureate in Socio-Economics.

Professional Qualifications:

- Microsoft Office (Word, Excel, Outlook, PowerPoint...)
- Opera system.
- Being able to work as a part of a team.
- Navision System
- Possessing the “can do” attitude required to be able to get things done.

References: Will be available upon request.