

Rita Beam

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Objective

Looking for a new opportunity, enabling me to put my experience, leadership skills and creativity into practice, resulting in a business expansion and a mutually beneficial growth.

Expertise

Procurement
Logistics
Quality management
Administration
Team management and coaching
Strategic planning

Computer Skills

Microsoft Office (Excel, Word)
CT-Serv
Dolphins

My Experience

Materials Management Coordinator – Al-Hayat Hospital, Lebanon

January, 2018 – Current

- Prepare all policies and procedures in MMD: expiry date management, recall management, inventory management, purchase request management, evaluation of a new item AS PER JCI standards 2014
- Prepare KPI's FOR all department including the OR STORE
- Prepare preference card as per physician vs. surgery in order to prepare it as per schedule
- Run on monthly basis inventory all over the POS at the hospital in order to minimize the discrepancy
- Educate all staff with the new policies in order to apply as mentioned
- Prepare on monthly basis the statics for all keys department in order to increase our values in MMD (OR, CORO ,DIALYS)

Operations Coordinator – Avis, Lebanon

January, 2017 – January, 2018

I was in charge of the AVIS drivers' operations, scheduling and organizing their trips and calculating their overtime and their salaries.

In addition, I used to handle the NSSF for the drivers and took control of the contracts management with the companies.

Logistics Manager – Bio Diamonds, sin el fil

August, 2009 – February, 2011

- Prepare the KPI s of every semester (goals will be different: inventory turnover, purchasing rate, customer service, DIFOT)
- Prepare the purchase order for all items
- Check up on all invoices
- Prepare policies and procedures for the department as per ISO STANDARDS
- Plan inventory management, forecasting, transportation and distribution.
- Monitor the daily activities of the drivers
- Plan and manage the movement of goods in a supply chain, liaising with many parties including suppliers of raw materials, manufacturers, retailers and consumers.
- Control the stock levels, delivery times, transport costs, daily, weekly and yearly inventory control and performance evaluation.
- Planning and scheduling the delivery of goods.
- Identifying & delivering operational cost reduction and cost avoidance initiatives.
- Making sure that project deadlines are met.
- Responsible for a team of over 15 staff that include drivers and warehouse operatives and operators.
- Managing supplier delivery performance and maintain supplier contracts.
- Supporting other departments within the company.
- Managing import and export via external distribution teams.
- Managing all supply chain activities.
- Managing staff training issues.

Materials Coordinator – Clemenceau Medical Center, Lebanon

September, 2007 – July, 2009

- Coordinates and expedites flow of materials, parts, and assemblies between sections or departments, compiles and maintains manual or computerized records.
- Plan the budget for the next year in purchasing department only in single use items depending on our minimum level of consumption and take into consideration save life items.
- Apply the policy and procedures in MMD: expiry date management, recall management, inventory management, purchase request management, evaluation of a new item,) AS PER JCI
- Run a series of inventory reports on daily, weekly, or monthly basis and perform detailed analysis of item.
- Do the purchase request for operating room and follow up with suppliers on undelivered supplies in order to find alternatives in order to avoid any stock rupture
- Manage the RTV (Return to Vendor) process.
- Compiles and maintains manual or computerized records, such as material inventory, in-process production reports, and status and location of materials.
- May move or transport materials from one department to another, manually or using material handling equipment.
- Managing, controlling, requesting, processing and conducting inventories of materials at all of POS including the management for expiry date. FIFO
- Assuring the good quantity at the right moment
- Decreasing the cost by 15% at the year-end inventory by moving the non-moving items in different POS to consume
- Find a new management for non or slow moving items through new marketing between doctors and nurses
- Perform in a manner consistent with company Vision, Mission Statement and Operating Principles
- Assuring that all standards and procedures of the materials management are applied

Operating Room store supervisor – Mount Lebanon Hospital, Hazmieh

October, 2000– August, 2007

- Supervising the activities of the OR supply personnel that are assigned by the supply manager
- Overseeing and revising all transactions performed by the storekeepers
- Assisting the supply manager in conducting both scheduled and unscheduled inventories throughout the OR stores
- Following-up evaluation of the goods in OR theatres and reporting any complaint from Doctors or staff nurses about the conformity policy
- Stressing on general education, product knowledge, and communication skills
- Analysing all transactions IN/OUT OR in order to control the cost
- Providing and preparing products for the operations and takes approval from surgeons on the special items
- Receiving and checking (quantity, expiry date, sterility and conformity) all products from general stores, pharmacy and companies
- Billing the used products and medications used in the operations for each patient

Education

Al-Kafaat Fondation – 2000

Special Educator – TS3

Languages

Arabic: Mother tongue

English and French: Excellent written, spoken and read.

Training

- Stapling & laparoscopy training from Auto Suture- Tyco healthcare
- LCP Workshop from Synthesis – THE UNICORN
- Basic Orthopaedics Product Training from THE UNICORN
- Ophthalmology products training Hajj medicals
- Sutures Training from Ethicon – INTERMEDIC
- Lenses training from Medicals International
- Lenses and ophthalmology products training from SteriMed
- Glue bran medical device training in ITALY GEM