

Alexandre Bassim

Address 1: Bishmezzine, Al Koura, North Lebanon

Address 2: Ashrafieh, Beirut – Lebanon

Nationality: Lebanese

Marital Status: Single

Place and Date of Birth: Zgharta 06-08-1991

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PERSONAL SUMMARY

Highly motivated, confident procurement officer with multi-tasking and organizational skills. Knowledgeable in supply chain production, processing, customer and personal service. Experienced in handling purchase requisitions, tenders, price lists, contracts and related procurement documents. Possessing a proven ability to assist procurement team in receiving and processing invoices, packing slips, bills and computerized inventories.

PROFESSIONAL EXPERIENCE

Procurement Officer | [Centre Hospitalier Du Nord \(CHN\) – Zgharta, Lebanon](#)

April 2015 – Present

- Preparing purchase orders with collaboration with the team and the department
- Review prices of medical and non-medical products and their specifications from different supplier to determine the best deal
- Creating and maintaining purchasing files and price lists
- Track deliveries and make sure the orders are received on time
- Answering supplier and customer inquiries about order changes or cancellations and check requisition orders for accuracy
- Experience in collecting and analyzing data (Unit price, delivery terms, due dates, payment methods,...)
- Finalize purchase details of orders and deliveries

Accountant | [MEPHR Group \(Mepco\) - Lebanon](#)

Sep 2014 – Sep 2015

- Handled petty cash, invoices, payments and receivables
- Supporting, tracking and reporting sales information
- Maintaining database by inputting invoices and bill-back data
- Followed up the invoices and payments of customers

Expediting Specialist Intern | [BACS \(Riyadh Metro Project\) – Saudi Arabia](#)

July 2014 – Aug 2014

- Recorded checks and money transfers of the company's operations with speed, exactness and productivity
- Assisted in the making of financial statement on a weekly basis
- Composed point by point report for the credit chief and took in extra information concerning administration work

EDUCATION

[American University of Culture and Education \(AUCE\) – Lebanon](#)

2009-2014

Bachelor of Business Administration in Business Administration and Management

TECHNICAL SKILLS

- Language Skills: Fluent in Arabic, English and French both written and spoken
- IT Skills: Proficient in MS Word, PowerPoint, Excel. Oracle and SPSS. Intermediate knowledge of MS Project.
- Enthusiastic, motivated and willing to learn and gain new knowledge to achieve my personal as well as the organizational goals
- Highly organized, proactive, hardworking, focused and have attention to details.

References are available upon request.
