

Gaby Sawma

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Objectives:

Ability to use my business communication expertise in order to expedite supply chain logistics effectively and in a time efficient manner.

Education:

Masters of Business Administration **2012 – 2015**

MBA (Supply Chain Management)

Universite La Sagesse (U.L.S.)

Bachelor of Business Administration **2005 – 2009**

BA (Business Computer)

Holy-Spirit University (U.S.E.K) – Kaslik/Lebanon

Employment:

Abela Delices **May 2016-.....**
(Hariri Hospital – ‘Makassed Hospital – Nini Hospital –Kidz Mondo – La Salinas –Qatar Airways Lounge – Berry lite diet center)

Supply Chain and Logistics Manager

Reporting to the “Owner “

- Purchasing tasks:
 - Management and coordination of purchasing activities with relation to cost, delivery and quality.
 - Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them, Suppliers assessment.
 - Forecasting and planning.
 - In charge of monitoring the inventory for all the company’s outlets.
 - In charge of the central store; organizing the day-today storekeeping process.
 - Monitoring internal and external invoices (suppliers and internal transfers through branches).
 - Reporting tasks:
 - Setting the menu’s cost.
 - Monthly update of the changes/modifications in regards to suppliers/items.
 - Operational tasks:
 - Handling the opening of two of the company’s outlets; La Salinas and Kidz Mondo.

Société Des Grands Hôtels Du Liban S.A.L.

May 2015 - May 2016

(The Phoenicia – Le Vendôme)

Purchasing Supervisor (Engineering Section)

Reporting to the “Purchasing Manager” and the “Regional Financial controller Manager”

- Purchasing tasks:
 - Management and coordination of purchasing activities over the engineering section with relation to cost, delivery and quality.
 - Identifying potential suppliers, and building and maintaining good relationships with them, Suppliers assessment.
 - Forecasting and planning.
- Monitoring internal and external invoices (suppliers and internal transfers through Departments).
- Reporting tasks:
 - Monthly update of the changes/modifications in regards to suppliers/items.

- Operational tasks:
 - Handling the opening of new outlets and renewal.

Irada Management & Consultancy S.A.R.L.

Sep 2011 -Oct2014

(Cappuccino Grand Café – Galler (Chocolatier) – Bonnet à pompon (Fashion) – Du Liban (Restaurant))

Purchasing Manager

Reporting to the “CEO” and the “Regional Operation Manager”

- Purchasing tasks:
 - Management and coordination of purchasing activities with relation to cost, delivery and quality.
 - Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them, Suppliers assessment.
 - Forecasting and planning.
- In charge of monitoring the inventory for all the company’s outlets.
- In charge of the central store; organizing the day-today storekeeping process.
- Monitoring internal and external invoices (suppliers and internal transfers through branches).
- Reporting tasks:
 - Setting the menu’s cost.
 - Monthly update of the changes/modifications in regards to suppliers/items.
- Operational tasks:
 - Handling the opening of three of the company’s outlets; Cappuccino Grand Café (Zaitoune/Ashrafieh/Antelias)

Pepsi - Nigeria

Apr 2011- Sep 2011

Horeca sales Manager

- Responsible for the sales of the Restaurants & Hotels
- Follow up on the credit limit
- Responsible for the credit limit approval
- Responsible of the customers reports
- In charge of the salesmen routing
- In charge of organizing the “Super Day” offer on monthly basis.

Setraco – Nigeria

Mar 2010 - Mar 2011

Store keeper and Procurement

- In charge of monitoring the inventory for all the company’s outlets.
 - Day to day Distribution of the products to the between the different plants
 - In charge of the central store; organizing the day-today storekeeping process.
- Monitoring internal and external invoices (suppliers and internal transfers through branches)

Ministry of Interior - Hamra

Jun 2009 - Jan 2010

Supervisory commission of the election campaign

IT Technician & Support

- Installation and management of all media monitoring equipment for the SCEC.
- Ensuring the correct working order of the media monitoring equipment, including TVs, DVD, recorders, radios, stopwatches, etc.

Logistics & Store Keeper

Reporting to the “Store & Distribution Manager”

- Ensuring the dispatching process of the items based on customers’ requests.
 - Delivery of the goods to the customer.
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Trainings and Workshops:

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| ▪ “Excel : Beginner, Intermediate ,expert”(Formatech) | February 2014 |
| ▪ “Procurement &Sourcing Best Practices workshop” (Saber Academy) | April 2013 |
| ▪ “Supervising Food Safety – Level 3 (GWR) | June, 2012 |
| ▪ “Supervising HACCP Training – Level 3(GWR) | September 2012 |
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Computer Skills:

Microsoft:	Word, Excel, PowerPoint, Database Access, S.P.S.S
Programming:	Visual Basic 6.0, SQL, Java Script
Point Of Sale System (P.O.S):	Navision, Daisy, Squirrel.

Languages:

Languages read spoken and written: English, French and Arabic

Personal Information:

Date of Birth:	February 05, 1987
Marital Status:	Single
Place of Birth:	Ashrafieh

References:

Available upon request