

SALIM NAWWAF ABOU ORM

Address: Fares Abou Moujahed Building, Al-Amara Street, Choueifat, Lebanon

Phone Number: +961 3 771364

Birth Date: 25-June-1985

Marital Status: Married

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QUALIFICATIONS SUMMARY

A highly organized, bilingual, result oriented professional with Valuable experience in Procurement and Negotiation. Having strong work ethics combined with a commitment to excellence in all projects undertaken along with effective leadership, communication and time management skills.

CAREER OBJECTIVE

Seeking an opportunity to apply and utilize my expertise and abilities in Leadership, Management and Procurement at a regional or multinational organization offering thorough learning potential as well as professional and personal growth.

EDUCATION

- **NDU – NOTRE DAME UNIVERSITY**

Specialized Master's Degree in Marketing (Incomplete – Finished 21 credits)

- **NDU – NOTRE DAME UNIVERSITY**

Bachelor Degree in Business Management

June 2007

- **INTERNATIONAL SCHOOL OF CHOUEIFAT**

Lebanese Baccalaureate II

June 2003

TECHNICAL SKILLS

Proficient in:

- MS Excel, MS Power Point, MS Word, MS Visio, Oracle R12 and Internet surfing

Languages:

- English and Arabic: well written and spoken

Other Skills:

- Strong leadership skills
 - Exceptional organizational and planning skills
 - Excellent negotiation skills
 - Creative problem solving.
 - Strong communication skills
 - Work well under pressure, independently as well as a team member
 - Highly ambitious
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PROFESSIONAL EXPERIENCE

I- Metlife (November 2018 – Present)

Position held: **Unit Manager**

- Securing yearly Sales Target
- Recruitment for new sales and financial consultants and agents
- Training for newly recruited agents
- Joint Field visits with the newly recruited agents (on job Training)
- Coaching & Supervision for agents to achieve their target

II- MMG SAL MAINTENANCE AND MANAGEMENT GROUP (2012 – August 2018)

Position held: **Procurement Manager**

- Handling all procurement tasks
- Studying possible suppliers to ensure high quality purchasing
- Delivering properly the requests for end users
- Maintaining efficient & effective coordination between suppliers & users
- Preparing bids for yearly consumed items by ensuring end of year rebates
- Negotiating BOQs for the contracting division
- Managing the subcontractors contracts
- Market study for possibility of a new service/product that might add on to the company's business line

- Analytical Reports that covers the below in details:

- Consumption
- Inventory Days
- Non Moving Items
- Slow Moving Items
- Purchases per end user
- Purchases per supplier
- Direct Purchases

III- AVERDA GROUP – SUKLEEN (2007 to 2012)

Position held: **Procurement Officer** (2009 to 2012)

- Handling pure procurement tasks
- Studying possible suppliers to ensure high quality purchasing
- Delivering properly the requests for end users
- Maintaining efficient & effective coordination between suppliers & users

Previous position held: **Operations Supervisor** (2007 to 2009)

- Leading a team to maintain the cleanliness of assigned sites
- Working effectively under stressful circumstances
- Reporting the operational work to Project Managers

AWARDS

- Awarded a certificate of completion of Selling Techniques
- Awarded a certificate of completion of Stock Control and Inventory Management
- Awarded a certificate of completion of Effective Negotiation Skills
- Awarded a certificate of completion of Top Grading Skills Workshop
- Awarded a certificate of completion of First Time Leader Workshop
- Awarded a certificate of completion of Wheel Of Excellence Workshop

INTERESTS AND HOBBIES

- Music and Sports
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