

## **Georges Abou Boutros**

**Address: Maalaka, Zahleh, Bekaa, Lebanon**

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### **Professional Summary**

I am a highly motivated, versatile professional who recognizes that high productivity and great results are usually achieved through a knowledge and motivated team. I have built a business and interpersonal skills through a series of challenging and rewarding roles and am now looking to further expand my skills base and progress the next stage of my career. I am therefore actively looking for a new opportunity to make a significant contribution to a successful organization.

**Procurement skills, sourcing, negotiating skills, Team work, organized, time management, multitask, several years of experience in the field.**

### **Objective**

I am keen to find a position within which will allow me to develop my skills and providing me with a challenge.

### **Education**

**Certificate of Attendance CIPP, Certified International Procurement Professional –  
Saber Academy**  
June 2019

**Master in Business Administration**  
2011 till 2013 (Not Finalized)  
Sagesse University - Faculty of Economics and Business Administration- Furn El Chebak, Beirut, Lebanon.

**Bachelor in Business Administration**  
2007 till 2011  
Saint Joseph University - Faculty of Business Administration and Management - Zahle, Bekaa, Lebanon.

**High School Diploma: Lebanese Baccalaureate - Sociology and Economic section (SE)**  
2006- 2007  
Antonine Sisters School - Ksara, Lebanon.

**Certificate of Attendance CIPP, Certified International Procurement Professional –  
Saber Academy**  
June 2019

### **Work Experience**

**Acting Assistant Procurement Manager - Senior Procurement Coordinator**  
DIFCO Group June 2018 - Present  
(Daher International Food Co. sal, FALCO Sales and Distribution sal and Global Snacks)

- Leading a team of three procurement coordinators and one logistics coordinator, in charge of all procurement and logistics tasks (Importing raw materials, dealing with the legal parts and ministries in Lebanon, Ministry of health, economy .. )

- Undertaking business needs assessment, supply market analysis and commercial risk assessments to inform procurement planning and sourcing decisions
- Developing, coordinating and leading sourcing activities to establish supply arrangements that meet business needs
- Planning and leading contract negotiations in the establishment and review of supply arrangements to deliver value for money procurement outcomes
- Partner with staff from across the organization providing high level advice and guidance to build expertise in procurement, provide governance and improve procurement practice and outcomes
- Identifying, and managing procurement risks to enable the organization to meet its obligations and maximize business opportunity
- Documenting procurement processes, decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes.

### **Procurement Coordinator**

DIFCO Group

February 2016 - May 2018

(Daher International Food Co. sal, FALCO Sales and Distribution sal and Global Snacks)

Procurement for everything related to the following departments :

**Marketing:** Digital printings, Offset printings, Advertising campaigns, Promotional and advertising materials, POS accessories and Websites Development, importing gifts and promotional items, all kind of stands (Metal, Wood, PVC, etc.)

**Quality:** Laboratory, kits, media, swabs, consumables, lab machines.

**IT:** Hardware and software supplies, including CCTV.

**Packaging:** Carton corrugated and duplex, Tape, hot melt, Power stretch, POF, Aluminium, etc.

Coordinating and involved in implementing new ERP system ( Microsoft Dynamics).

Very Organized, time management, negotiating skills, able to work under pressure, able to handle any new task due to a very organized method of work, International Procurement templates ( ICR, PCR, RFQ... )

### **Procurement Officer**

Cristal Grand Kadri Hotel – Zahle.

July 2013 - February 2016

Negotiating prices with suppliers related to food and beverage, hotel amenities, stationeries and everything related to operation.

Maintenance offers related to operation in the hotel.

Complete **Training for HACCP and ISO 22 000** (from receiving, to storage, till delivering food to hotel customers).

### **Procurement coordinator for pre-opening**

Cristal Grand Kadri Hotel – Zahle, Bekaa

May 2012 - July 2013

Procurement for everything concerning renovation: steel, blocks, cement, electrical items, plumbing, air conditioning, sanitary, etc.

Account payable for all the suppliers related to the items mentioned above.

### **Accountant**

Discovery travel agency - Zahle, Bekaa

October 2011-April 2012

Accounts Receivable

Calculate expenses and makes necessary payments to vendors.

Receives cash and checks.

Prepares deposits, cash reports and posts to general ledger.

Interacts with vendors regarding invoices and/or payments regarding off duty employment.

Coordinates and maintains off duty work details and creates associated invoices and billing.

## **Internship**

**Audi Bank**, Hazmieh, Lebanon

**Audi Bank**, Sin El Fil, Lebanon

**Audi Bank**, Zahle, Lebanon

August 2011  
July 2011  
June and July 2010

Customer services:

- Managing individual accounts
- Swift operations
- Insurance Products

Operational department:

- Bank deposit operations
- Cash Withdrawal
- Check operations

## **Languages**

Arabic: Native language. Excellent writing, reading and speaking

English: Excellent writing and reading, speaking.

French: Moderate writing, reading and speaking.

## **Computer skills**

Proficiency in Excel as well as Word, Microsoft Outlook and Microsoft dynamics AX

Frequent user of Internet tools (Gmail, Outlook, etc.)

Basic knowledge of html language and word pad program.

## **Soft Skills**

High Negotiating skills

Time Management

Judgment and Decision Making

Flexibility and Adaptability

Communication and Active Listening

Creativity and Problem Solving

Planning

Can work under pressure.

Detail Orientated

Persistence

Very strong work ethic

Patient

Relationship Building

Team worker and cooperative.

## **Other**

**Date & place of birth:** 2<sup>nd</sup> September  
1989, Zahle

**Citizenship:** Lebanese

**Marital status:** Single