

Alaa Yassine
Gender: Female
Address: Beirut, Lebanon
Phone Number: +961-71-59-17-59
E-mail Address: alaayassine97@hotmail.com
LinkedIn Account URL: alaa-yassine-09530

EDUCATION

From Sept/15 to June/19	American University of Beirut Bachelor in Business Administration, with Emphasis on Business Information and Decision Systems- MIS Date of Graduation: June 2019 Courses Taken: Project Management, Supply Chain and Logistics, Enterprise Systems, Organizational Behavior, Accounting, Marketing, Finance, Management, decision Systems, Computer Science and Economics. GPA over 4: 3.02/4	Beirut, Lebanon
From 09/'00 to 06/15	Pakistan International School of Damascus IGCSE, AS level and SAT certifications	Damascus, Syria

EXPERIENCE

From 08/19 to Present	Al-Akram for Trading Position Held: Procurement and Logistics Manager <ul style="list-style-type: none">Identify potential suppliers, visit existing suppliers, and build and maintain good relationships with themOversee the purchase requisitions and maintain appropriate inventory levels required by departmentDevelop an organization's purchasing strategyPlan and evaluate supplier contracts & gauge the performance to expenditure budget analysis on a continuous basisManage returns and rejections professionally & promptly with suppliersInvolvement with vendor trade shows and related purchasing events to maximize buying abilities	Beirut, Lebanon
From 06/19 to 08/19	MAJID AL-FUTTAIM VENTURES Position Held: Trainee- Department of Procurement and Logistics <ul style="list-style-type: none">Implementing Effective Sourcing StrategiesLead RFP, RFQ, Tendering, supplier selection and negotiation processesAchieve efficiencies and savings based on consolidated strategic requirementsEnsure timeliness and quality of all contracts required for compliant and reliable business operationsTrack forecasted vs actual savings for all procurement neededMonitoring Logistics and ensuring right incoterms	Dubai, UAE
From 06/18 to 05/19	Al-Akram for Trading Position Held: Procurement/Logistics officer <ul style="list-style-type: none">In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedulesEvaluate prior sales to establish forecasts and future fulfillment needsResearch and propose new products and closeout deals for cost of sales savings, aiding in budget reductionTracking of product cost savings for progressive reporting and analysis	Beirut, Lebanon

From 06/17 to 05/18	Yassine Trading Company Position held: Personal Assistant/Secretary <ul style="list-style-type: none"> • Time and daily management, scheduling of meetings • Correspondence and note-taking • Accuracy and attention to detail of everything related to the company • Advanced use of Microsoft excel and Microsoft word for management • Answering phone calls and emails in a professional manner 	Beirut, Lebanon
From 09/18 to 05/19	AUB OUTLOOK Position held: Team Member (Marketing and PR) <ul style="list-style-type: none"> • Tracking actual vs. forecasted sales of newspaper • Promoted the newspaper around university and Social Media • Organized and Promoted University Events • Maintain positive business relationships to ensure future successful events • Meeting/exceeding sales goals • Managed all social media platforms for the newspaper 	Beirut, Lebanon
From 04/19 to 05/19	WOMEN IN DATA SCIENCE Position held: Volunteer/Organizer <ul style="list-style-type: none"> • Meet and greet of more than 1300 attendees • Organized all details before and during the event • Worked with other team members and took timely decisions 	Beirut, Lebanon
From 01/18 to 05/18	SHARE THE FLAG Position held: Construction and management team <ul style="list-style-type: none"> • Constructed the flag in the field of work • Reception management and event organization 	Beirut, Lebanon
From 01/17 to 02/17	BANK SYRIA AND OVERSEAS Position held: Trainee <ul style="list-style-type: none"> • Handling customer financial transactions, answering phones, filling deposit slips and balancing numbers at end of the day • Professional use of Oracle for all daily bank activities • Answering customer questions about banking services • Protecting customer accounts by reviewing suspicious activities. 	Damascus, Syria
From 01/17 to 05/18	UNISEF Position held: Volunteer <ul style="list-style-type: none"> • Improve life and health of children across various Lebanese areas 	Beirut, Lebanon

SUMMARY SKILLS

Languages: Mother tongue: Arabic. Fluent in English

Computer Skills: MS Word, Excel (Functions, Solver,@risk, Macro), PowerPoint, Access, Internet use, Sourcing, Oracle, SAP, Surveying, Canava

Soft Skills: Leadership, Communication, Team-Building, Organizational, Management, Public Speaking, Negotiation

Certifications: Machine Learning, Fullbridge U (All Business techniques and HR relations), Microsoft Excel certification, Think about It.