

Rabih Abbas

Procurement Manager

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Professional Summary

I am a skilled procurement manager with 15 years in the industry and 5 years of experience at a managerial level.

I have a profound background in providing excellent service for large corporations that encounter detailed and ever fluctuating purchasing needs. I'm punctual and proactive. I am always searching for innovative ways to streamline processes and to create systems that allow efficiency and productivity within my scope of work. I pride myself to have worked for BIEL Beirut for fifteen years. My advancement in my career comes after years of personal development and an excellent track record of achievements. The Beirut International Exhibition & Leisure Centre (BIEL) is an international company that holds trade fairs, major corporate functions, and political events in Lebanon and Dubai. The company is also involved in major projects in construction and developments in the Middle East region.

Achievements

- At the start of my senior role, I met up with all the suppliers who had worked with the previous procurement officer and performed a re-structure of all tender documents. I was able to save BIEL a gross \$350,000 in cost of good in my first year of my role.
- Implementation of a real time delivery system for all the drivers of the company where every driver was tracked and located at any given time which minimized wages for the company
- Devised a roster for the drivers that match customer demand
- Liaised with the project manager and performed all purchases for building material for a construction site consisting of 15 apartments and 4 showground venues in the Hazmieh area of Lebanon.
- Ability to compile, code, calculate, and audit data

Experience

Procurement Manager, Biel Beirut
Building And Construction Department

Feb 2014 – Nov 2019

- Communicate with prospective vendors to determine products and pricing
- Oversee the process from purchase to delivery and audit all pricing and inventory
- Negotiate payment terms and rebates with suppliers
- Process purchase orders and check discount structures
- Induct new staff into my team and train them on company policies and procedures
- Devise purchasing instructions and policies
- Prepare reports for book keeping and finance department

- Problem solving in the case items were out of stock and devising a plan for supplementary suppliers and second line accounts.
- Stock take performed on quarterly basis and report any discrepancies to management
- Develop and implement organizational policies for the department.
- Work towards meeting budget and allowing always a positive cash flow
- Consider environmental impact when determining transportation needs.
- Attended trade shows and industry events in China for the acquisition of new international suppliers for materials, components, finished goods, and equipment.

Achievements

- During my role I helped organize and facilitate 17 mega weddings that exceeded a budget of \$1,000,000 each and liaised 15 concerts for some of the most famous singers in the Arab world
- I signed up best cost pricing for diesel fuel for the electrical generators of the company and started dealing with international companies like Shell and United Petroleum Group and saved the company over \$230,000 per annum in costing

Senior Purchasing Executive, BIEL
Beirut Exhibition & Leisure Center

Dec 2009 – Feb 2014

- Set up all tender documents and negotiate best prices on products required for the exhibition center
- Purchase all material to run the exhibition center which includes lighting and electrical items, display stands, and liaise with project managers on all items required for setting up the showground area
- Liaised with project manager on all decorative items for major celebrity functions and grand weddings. BIEL has hosted \$1,000,000 weddings under my direct supervision and purchasing of goods for such events
- Place all order with suppliers and liaise with the finance department for budgets and payment of monthly invoices.
- Checked all invoices for correct pricing and correct discounting for accuracy against purchase orders.
- Communicated with suppliers availability of products and set up secondary account with other suppliers in the case items were out of stock

Purchasing Executive, BIEL

April 2004-Dec 2009

Beirut Exhibition & Leisure Center

- Purchased items for the exhibition center and gained experience on providers in the Lebanese marketed

- Create and maintain good relationship with key suppliers to ensure merchandise in high quality and delivered on time
- Prepare reports for finance and liaise payment of invoices and placing all orders in timely manner
- Monitor stock levels and perform stock take on a quarterly basis

Education

2004 Bachelor in Business Administration
AUCE ,American University of Culture & Education

Skills

- Able to meet deadlines and procedures quickly.
- Advanced skills in Microsoft office,
- Strong research, communication & presentation skills.
- **Languages:** Arabic & English