

RHEA SADER

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PERSONAL INFORMATION

Date of Birth: April 6, 1988

WORK EXPERIENCE



Procurement Officer at Premiere Urgence Aide Medicale Internationale – **July 2020 – Present**

- Review, consolidate and support in drafting of Procurement Plans
- Recommend procurement strategies to improve efficiency at mission level
- Validate and verify compliance of procurement files
- Manage procurements in line with donor regulations
- Prepare and review audit files
- Ensure archiving of validated procurement files
- Coordinate with and support local bases on all procurement related matters



Procurement and Logistics Associate at Institute for War & Peace Reporting - **September 2018 – September 2019**

- Perform procurement, logistics operations, and service contracting as per organization's policies and procedures
- Coordinate procurement actions with the Procurement Officer and Finance Department and process payment documents
- Support staff in all international travels as per their requirements
- Support procurement department in conducting market surveys for regularly purchased items to ensure cost effectiveness
- Coordinate and follow project's asset management and asset tracking
- Conduct bid analyses and prepare procurement documentation for review
- Evaluate and select suppliers based on sound ethical norms and standards



Program Manager at Souk El Tayeb - **April 2017 – March 2018**

- Develop project proposals, budget narratives, work plans and logical frameworks and oversee all field operations
- Manage overall activities on program planning, budgeting, and implementation
- Produce and present reports to donors
- Manage staff and provide training material



Communication and Procurement Officer at Himaya - **April 2016 – October 2017**

- Contact suppliers and request quotations, data sheets, catalogues and samples
- Establish and negotiate contract terms and conditions, and maintain supplier relationships
- Perform data entry and identification for any product and suppliers on the Inflow Inventory System
- Supervise and update the filing system, storage and security of the department's documents
- Coordinate internally with different departments and Himaya branches on orders and

requests

- Support in conducting awareness raising campaigns, events, workshops, and information
- Support with the development of key promotional messages



Fundraising Consultant at Himaya - July 2015 – April 2016

- Research, identify and contact prospective donors
- Support in creation of strong fundraising messages that appeal to potential donors
- Assist, develop and implement fundraising strategies
- Assist in organizing campaigns and events that will lead to soliciting donations
- Evaluate the success of previous fundraising events



Merchandiser for Dyson and Russell Hobbs at Burotek Antaki –April 2014 – June 2015

- Conduct market research with consumers to assess the viability of products
- Develop marketing strategies
- Plan and implement events to attract consumers with new offers and discounts



Sales Representative at Antaki GPPK -April 2013 – March 2014

- Conduct diverse market research
- Lead on the selling of retail products and goods to consumers



Store Manager at Stereophonie – January 2007 – January 2013

- Oversee daily operations
- Train new employees

EDUCATION



BA in Advertising and Marketing
Notre Dame University – Lebanon, **2007 - 2013**



BT3 Diploma in Graphic Design
Saint Joseph School - Kornet Chehwan, **Class of 2006**

TRAININGS ATTENDED

Advanced Procurement Himaya
Ethics of Procurement Himaya

LANGUAGES

English: Fluent
Arabic: Fluent
French: Moderate