

Ihab Bou Reslan

Procurement / Supply Chain

Experienced Procurement/Supply Chain Coordinator with over 5 years of experience in the entertainment industry. Worked regionally with experience in supply chain management and operation, contract negotiation and profit maximization.

Contact

Address

Lebanon

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Skills

Event Management  Excellent


Inventory control  Excellent

Vista, Navision and Omega Systems  Excellent

Strategic Sourcing and Supplier Relationships  Excellent

Warehouse management  Very Good

Quality control  Very Good

Team Management  Very Good

Languages

English  Native

Arabic  Mother Tongue

Work History

2015 -
September
2020

Procurement / Supply Chain Coordinator

Selim Ramia & Co Sal, Grand Cinemas, Head Office, Lebanon

- Leading the operations team with more than 90 employees in **Lebanon, Bahrain, Kuwait and Jordan**
- Creating purchase orders for current and forecasted demand
- Following up with vendors to ensure purchase orders have correct price, freight charge, and delivery date
- Ensuring the quality of purchased supplies and look to source new vendors
- Coordinating, organizing and overseeing all activities involved in the identification, acquisition, production and distribution
- Managing all day-to-day operations in-line with the budget guidelines
- Establishing the general Marketing strategy, the yearly Marketing Plan together with the Director and makes the presentation to the Board of Management.
- Establishing contracts and relationships with the suppliers
- Supervise, recruit and appraise the Sales & Marketing associates.
- Procurement of material, supplies and merchandise
- Communicating all promotions in a timely and professional manner by establishing weekly meetings
- Establishing targets, KPI's, schedules, policies and procedures
- Brainstorming, planning, organizing and implementing events from start to finish through managing all details such as decor, catering, location, equipment, promotional material, etc.

2012 - 2014 Sales and Marketing Coordinator

ID Design, Lebanon

- Supporting the Sales Team by providing administrative support and managing enquiries from distributors and end users
- Assist with the marketing plan provided by product managers
- Collaborate in developing marketing strategies and campaigns based on new sales releases

2010 - 2012 Spa Guest Relations

Intercontinental (PHOENICIA), Lebanon

- Creating membership files and controlling payment methods
- Oversee check-in and check-out procedures, including reservations and financial transactions
- Accurately schedule, confirms and guarantees reservations for clients
- Maximize the spa's sales performance by ensuring that guests are aware of the optimum way to use the spa
- Coordinates and supervises refreshment services and ensure stock of needed supplies
- Conducts walk-in retail sales

2019 - March 2020 Social Activities and Welfare

Cee On a Mission Campaign, Beirut

- Coordinating the day-to-day operations
- Managing the online content of the social media platforms
- Writing fundraising-related content to inspire donations and communicate the impact of support given
- Communicating with possible donors to ensure that the needs of the vulnerable are addressed
- Developing communication channels and material

Education

2010-2014 Bachelor of Communication Arts: Public Relations

American University of Science and Technology - Lebanon