

Rana Al Sahyouni

Supply Chain Specialist

Beirut, Lebanon
Ranna.sa@hotmail.com
+961 71512134

With a solid background in procurement & logistics, I bring a wealth of experience in managing supply chains, optimizing processes, and driving operational efficiency. My expertise lies in streamlining procurement operations, negotiating favorable contracts, and ensuring timely delivery of goods, all while maintaining a keen focus on cost savings and quality assurance. I am dedicated to enhancing supply chain performance and contributing to the overall success of the organization through strategic procurement and logistics management.

Overall, I am a Strategic Procurement & Logistics Expert with a Track Record of Streamlining Operations and Driving Cost Savings.

Skills Highlights

- Communication & Negotiation
- Leadership
- Time management
- Risk management & problem solving.
- Project management
- Financial & Analytical skills

Work Experience

Procurement Officer *(August 2023 – Present)*

Middle East Power SAL - Beirut, Lebanon

As a procurement officer some of my responsibilities are:

- Conduct market research & analysis to identify potential suppliers & evaluate their suitability for the organization.
- Negotiate contracts, terms, and conditions with suppliers to secure favorable pricing, quality, and delivery terms.
- Monitor supplier performance to ensure compliance with contractual obligations and quality standards.
- Manage the end-to-end procurement process, including sourcing, bidding, evaluation, and selection of suppliers.
- Prepare and issue purchase orders, ensuring accuracy and adherence to procurement policies and procedures.
- Conduct regular supplier evaluations and implement supplier improvement programs to drive performance and efficiency.
- Maintain accurate procurement records, documentation, and reports.
- Coordinate with the Financial Department regarding the payment terms and share payment batches.

Junior Procurement Officer *(January 2023 – August 2023)*

Medicals International Offshore

Beirut Office, Lebanon

As a junior procurement officer, I was responsible for:

- Preparing plans for the purchase of medical equipment, services, and supplies.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges.
- Maintaining good supplier relations and negotiating contracts.
- Negotiate and establish favorable terms and conditions with suppliers, including pricing, delivery schedules, and contractual agreements.
- Coordinate & manage the procurement process, including issuance of purchase orders, evaluation of bids, and selection of vendors.
- Collaborate with internal stakeholders, such as finance, operations, and legal departments, to ensure alignment and compliance with procurement strategies.

Supply Chain Supervisor *(December 2021 – December 2022)*

Falafel Karim Sahyoun

Beirut, Lebanon

- Develop and implement staff schedules, ensuring proper coverage and efficient utilization of resources.
- Manage inventory and supplies, ensuring availability and minimizing waste.
- Monitor and assess team performance, providing regular feedback and coaching to optimize productivity and service quality.

Customer Service Intern *(April 2021 – August 2021)*

Grant Thornton

Beirut, Lebanon

Education

Lebanese American University

Beirut, Lebanon

- Bachelor's in business studies *(2018-2022)*
Emphasis in Banking & Finance

Beirut Annunciation Orthodox College *(2017-2018)*

Beirut, Lebanon

Lebanese Socioeconomics Baccalaureate

Languages

- | | |
|--------------------------|------------------|
| • English: Fluent | • Arabic: Native |
| • French: Conversational | |

Computer literacy

- | | |
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| • Microsoft Dynamics | • Microsoft Office |
| • Microsoft Outlook | • Adobe Acrobat Pro |
| • Dolphin | |

Certificates & Trainings

- | | |
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| • Delf A1 – République française | • NxL Digital Acceleration and Operations, Personal Branding, |
| • Delt A2– République française | Financial Literacy, and Design Thinking Program - L'Oréal |
| • Delf B1 - République française | |