

# Fouad Tabet

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Beirut, Lebanon

I am a highly skilled professional with 12 years of experience in procurement, team management, and corporate events. I am currently a Senior Procurement Officer at ARCENCIEL in Beirut, Lebanon. Previously, I worked as a Procurement Officer at Shift Social Innovation Hub, where I organized events to showcase Lebanese handmade products. In my procurement experience, I have gained a deep understanding of procurement policies, exercised excellent communication skills, and maintained solid relationships with suppliers.

My greatest passion lies in the multifaceted world of events. I enjoy bringing creativity, attention to detail, and market analysis into my work. I have worked as an Event Director at Otherways Intl Research and Consulting, where I successfully planned and executed international events across Europe, Lebanon, and Dubai. My responsibilities included managing commercial operations, coordinating logistics, and leading teams to ensure that events meet and exceed expectations. My other skill sets include inventory management, vendor communication, and budgeting.

## PROFESSIONAL EXPERIENCE

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### Senior Procurement Officer ARCENCIEL

2023 – Present

Beirut, Lebanon

- Attend the inception meeting for assigned projects.
- Review the purchase requests on a daily basis and select the requests based on experience and availability.
- Prepare and update the procurement plan for assigned projects.
- Notify the stock team of the expected reception date, time, and details.
- Scan the market and local database to identify suppliers.
- Prepare a comparison sheet and submit it with the quotations to the requester and logistics manager.
- Prepare the necessary documentation for tender, send the approved tender dossier to selected suppliers, receive the tenders from various suppliers, and call for a tender opening session.
- Take minutes of meetings and selection documentation and draft contracts.
- Submit completed documentation to the project manager.
- Update the purchase order, tender logs, suppliers' database, and evaluation.
- Supervise the inventory cycle.

### Procurement Officer SHIFT SOCIAL INNOVATION HUB

2022

Beirut, Lebanon

- Creating plans for purchasing equipment, services, and supplies.
- Ensuring compliance with procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services that need purchase.
- Organizing events that bring together all Lebanese handmade producers under one roof.
- Managing inventories and maintaining accurate purchase and pricing records.
- Keeping vendor information up-to-date.
- Inviting quotations/proposals by issuing call requests, then managing the distribution of the RFQ/RFP with vendors and the submission of quotes. Facilitating and leading the opening and evaluation of quotes.
- Communicating with vendors in a timely and professional manner.
- Researching and evaluating prospective vendors.
- Preparing budgets, cost analyses, and reports when required.

### Event Director Otherways Intl Research And Consulting

2014 - 2021

Based in Beirut, Lebanon | Operating Globally

- Responsible for all commercial aspects of the operation
- Developed, planned, and executed various international events by meeting strict deadlines and staying within budget.
- Researching and choosing the most suitable location and venue for each event, site visiting, and working on the furniture plan for the entire hall. Events were held internationally, mainly in Europe, Lebanon & Dubai.
- Remain current with event planning, design, and production trends to identify and solve operational challenges proactively.

- Recruiting the appropriate catering, entertainment, photograph, hostesses, stock person & production elements of the occasion
- Supervising the production process of the event, ensuring that staff and work personnel at the event adhere to the management policies
- Delegating tasks, organizing and maintaining employee schedules, and conducting evaluations and employee assessments
- Identifying customers and inviting them to the events, following up with attending customers from more than 75 countries
- Doing the proper research to attract companies from all over the world to participate in the conferences: 40% EU & Asian companies, 30% African & 30% Middle Eastern
- Recruiting and training/coaching for the organizing committee for an event
- Complying with all local health and safety regulations at all times
- Assisting with direct market initiatives and promotional activities

**Operation Manager**  
**FOODICA BEST FOODS**  
 Beirut, Lebanon

2011 - 2013

- Maintained full responsibility for exporting food lines, including inventory management, sales forecasts, documentation, vendor/supplier administration, and coordination of necessary interdepartmental procedures
- Advertised to institutional food service distributors, restaurants, and convenience store chains and retailers in local, regional, and national accounts
- Researched and developed marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals
- Promoting the company's existing brands and introducing new products to the market
- Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities

## **EDUCATION**

**B.A. in Advertising & Marketing**  
 Notre Dame University

2011  
 Beirut, Lebanon

**BT Accounting & IT**  
 College Technique De La Sagesse

2004  
 Beirut, Lebanon

## **SKILLS**

**Languages:** Arabic (native); English (fluent); French (fluent)

**Computer Skills:** Proficient in Microsoft Office (PowerPoint, Excel, Microsoft Project)

*References are available upon request*