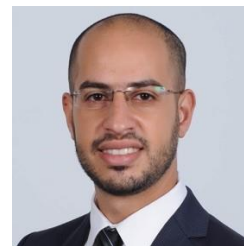


# Paul Khoury

Dbayeh, Lebanon  
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[paulfkhoury@gmail.com](mailto:paulfkhoury@gmail.com)



## PROFILE SUMMARY

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- Quick learner and self-motivated
- Team player with leadership skills, capable of performing under pressure.
- Customer oriented

## EDUCATION

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### Lebanese American University, Byblos, Lebanon

Bachelor of Business with emphasis in Management  
AAS in Business Management

April 2015  
January 2015

## PROFESSIONAL EXPERIENCE

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### Proximie Sal

September 2021 - Present

*Procurement, Stock Controller, & Logistics*

#### ❖ **Procurement Globally:**

Responsible for all company purchases both local and international (Hardware & Software)  
Negotiating with suppliers for the best deals.  
Assure any purchase is recorded as per company protocol.  
Assure the purchases are within need and tested with the engineers.  
Take part of supplier's agreement with the legal department and adding it to the Approved List.  
Liaising with the multiple departments (IT, Quality Engineer, Accounting) to complete orders.  
Making sure our stock can fulfill our needs based on Forecast given by the sales department.  
Assuring orders are done quickly without compromising price or quality.

#### ❖ **Stock control Globally:**

Managing lost assets and making sure that Client's custody forms & Employee agreements are signed.  
Executing yearly audit for employees and client's hardware globally.  
Participate in the ISO 9001 and 27001 audit related to related departments globally (procedures and application)  
Support META team in the ISO 9001 and 27001 audits - general guidance  
Training new employees in related departments

#### ❖ **Logistics for META-APAC:**

Check customs regulations and laws prior to shipping globally and following up on delivery till receipt.

#### ❖ **Other tasks for META-APAC:**

Service delivery: Liaise with all regions regarding the customers' requirements, events happening and new product updates.  
Planning Office Move in Beirut:  
Coordinate between Architect and Electrical engineer while executing Proximie's new offices.  
Balancing between employee needs and tenant regulations for a smooth company transition.  
Making sure the office equipment's are bought at best prices without affecting the quality needed.

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**CMA - CGM (Merit Shipping)**

December 2017 – September 2021

*Senior Front Desk Officer*

- \* Ensure that all legal documents follow protocol, allowing the client to reassess their paperwork.
- \* Assisting the client in any rectifications to their delivery order data after running over necessary Documents

During 2021, I was able to accomplish a full training in both “Cross Trade “and “Export Documentation” departments and assisting the team for a short period of time due to the events in the country.

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**FLEETSERVE SAL**

February 2016 – September 2021

*(Part time - Executive coordinator)**Fleetserve is a truck consultancy company currently managing part of TOTAL LIBAN fleet*

- \* Following up the on all legal dues of the company (Social Security, TVA)
- \* Fulfill the Human Resources and Accounting requirements for the company.
- \* Ensure that all activities are performed as per the requirements of TOTAL IMS
- \* Ensure proper execution of the planned activities including internal and external audits.
- \* Ensure that all truck inspections and maintenance are done on time.

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- \* Participate in the root cause analysis of repetitive maintenance failure.
  - \* Ensuring the full execution of the Training Plan
  - \* Execute meetings with the contractors and drivers to discuss the monthly performance.
  - \* Ensure that all transport activities are backed by on board computer.

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**CMA - CGM ( Merit Shipping )**

July 2015 – December 2017

*Import Documentation Officer*

- \* Make sure that all container’s data (bill of lading) are correctly completed before vessel arrival.
- \* Requesting and assisting any amendment needed to make sure that the data are compliant to the Lebanese legal requirements.
- \* Submitting the vessel manifest to the Lebanese government before the deadline.

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**\* Phoenix Machinery, Safra, Lebanon**

September - October 2014

*Trainee in the Procurement Department*

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**WORK EXPERIENCE (DURING COLLEGE)****Lebanese American University, Byblos, Lebanon***Assistant to Dr. Josiane Fahed-Sreih*

2009 – 2014

*Library Assistant*

2008 – 2009

**Fahed Supervalu, Zalka, Lebanon**

June - September 2013

*Customer service officer*

**Malik's Library, Dbayeh, Lebanon**  
*Cashier*

January - June 2013

**ABC Dbayeh - Le Mall, Lebanon**  
*Salesperson /Cashier at Jack & Jones – Vero Moda*

2012

**ADCO Technology, Kornet Chehwan, Lebanon**  
*Salesperson /repair*

2010 - 2012

**Roadster Diner - Hamra, Beirut and ABC, Dbayeh, Lebanon**  
*Waiter*

2008 - 2011

## **WORKSHOPS**

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Maharat Min Google – Fundamentals of Digital Marketing	2019
Body Language - <i>Wideboost</i>	2018
2-Way Verbal Communication – <i>Wideboost</i>	2018
Business Writing - <i>Wideboost</i>	2018
First Aid Steps, Perform First Aid - <i>Red Cross</i>	July 14, 2018
ISO 9001:2015 Foundation (Quality Management Systems) – <i>Bureau Veritas</i>	April 04, 2018
Wowing our Guest, <i>Roadster Dinner</i>	March 16 & 17, 2010

## **COMPUTER SKILLS**

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Microsoft Office (Outlook, Word, Excel, PowerPoint)

## **LANGUAGES**

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Fluent in English and Arabic. Adequate in French

## **HOBBIES**

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Any sports activity including wild life photography.