

NAJLAA MOUSSA

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Lebanon, Beirut, Koraitem

I am an MBA graduate with a BA in Management, possessing 7 years of work experience. I am seeking opportunities in dedicated **procurement, supply chain management, contract management, and sourcing**, with expertise in utilizing **SAP Ariba**.

EDUCATION

Beirut Arab University (BAU)

Master of Business Administration | MBA

Beirut, Lebanon

Jun17- Feb21

Beirut Arab University (BAU)

Bachelor's in Business Administration

Beirut, Lebanon

Jun14 – Jul17

EMPLOYMENT HISTORY:

Save the Children International

Humanitarian Procurement Officer – Full Time

Beirut, Lebanon

Nov20 – Present

Programme Implementation/Management - Supply Chain Planning:

- Supporting and leading the development of projects' procurement plans and consolidating sourcing pipeline accordingly.
- Voting member in the procurement committee for sourcing procedures up to \$100,000 and taking the lead on procurement processes exceeding \$100,000.
- Providing estimates for goods/services based on historical data and market analysis to support project design.
- Delivering and/or Managing sourcing procedures to sign contracts and Framework Agreements suppliers that meet SCI's business requirements and deliver value for money.
- Managing the supply chain sourcing procedures and procurements requirements of Lebanon Head Office.
- Drafting and establishing contracts/agreements.

Buying/Sourcing:

- Managing all operational Procurement activities ensuring that we are receiving, validating, and processing purchase requisitions in line with business requirements.
- Liaising with relevant internal departments and programs to ensure that order fulfilment is on time and in line with expectation.

Systems, Tools, and Processes:

- Accountable for ensuring Catalogue Management / Contract Terms & Pricing Management is carried out by the Procurement Team.
- Accountable for ensuring Supplier Enablement activities are carried out so that as many suppliers as possible transact with SCI through the Ariba Network.

Partnerships management:

- Conduct partnership assessments (PAT) and capacity building when requested by SCM.
- Provide technical guidance for partners when requested by SCM.
- Conduct verification and monitoring visits for partners when requested by SCM.
- Support the implementation of the partners' capacity building plans when requested by SCM.
- Conduct and take part in SCI Procurement Manual and Policies inductions to local partners.
- Assess and monitor the procurement processes within local partners and ensure they are processed in compliance with SCI Global Procurement Policy and Manual

Fraud Focal Point – FFP

Sep24 – Ongoing

- Champion SCI's zero-tolerance policy on fraud, bribery, and corruption across operations
- Conduct staff inductions, trainings, and partner briefings to maintain robust anti-fraud systems
- Participate in investigations, ensuring timely reporting and response via the DATIX system
- Collaborate with Risk & Compliance to enhance fraud awareness and safeguard organizational integrity
- Provide recommendations to improve internal controls and mitigate risks across projects

Safeguarding Focal Point - SFP

Mar 23 – Sep24

- Promoted and enforced safeguarding policies to protect children and adults from exploitation and abuse
- Managed safeguarding reports and coordinated immediate responses, including survivor referrals
- Conducted awareness sessions and ensured visibility of reporting mechanisms at project sites
- Collaborated with inter-agency stakeholders and supported safeguarding investigations
- Advocated for a culture of safety and good safeguarding practices across teams and projects

Save the Children International

Interim Supply Chain Officer– Full Time

Cairo, Egypt

Oct22 – Dec22

- Daily coordination of procurement activities.
- Acting as the technical focal point for ProSave related issues across the organization.
- Assisting team members in different field offices as needed, ensuring a balanced workload distribution.
- Conducting site visits to field offices.
- Managing contracts, procurement, legal, and financial approvals.
- Demonstrating knowledge of the importance of records management for audit purposes and maintaining procurement files in accordance with SCI policies and procedures.
- Monitoring procurement KPIs and alerting the Supply Chain Manager to any related issues.

Norwegian People's Aid

Admin and Logistics Officer – Full Time

Beirut, Lebanon

Mar18– Nov20

Planning and Forecasting:

- Strategically revised procurement plans regularly to ensure seamless provision of goods to support program requirements.
- Collected quotations from suppliers and meticulously prepared tenders in accordance with specified requests.
- Maintained an updated and comprehensive list of approved suppliers, regularly uploading it to SharePoint/Agresso platforms.

- Negotiated with suppliers and diligently followed NPA procedures for effective procurement processes.
- Managed various procurement documents such as quotations, purchase orders, bid analysis, Goods Received Notes (GRN), and Goods Return History (GRH) using Agresso.

Assets Management and Fleet Management:

- Maintained accurate and up-to-date asset management tools, including asset lists, asset cards, and staff asset forms, promptly addressing any issues or discrepancies that arose.
- Collected individual fuel consumption and mileage reports, consolidated them into a monthly master document for comprehensive analysis.
- Coordinated and monitored the repair and maintenance of NPA vehicles and generators as per scheduled service intervals or whenever necessary.

Previous Experiences:

Red Oak, Administrative Assistant, Beirut, Lebanon

Jun17 – Feb18

CERTIFICATION:

- Certificate of Attendance, Supply Chain Professional – CSCP, Morgan International, May23 – Jul23
- Certificate of Completion, Finance and Budgets in Emergencies, Humanitarian Leadership Academy, Jan 2023.
- Certificate of Achievement, A step-by-step journey into supply chain planning, Help Logistics & Amazon, April 2024.
- Certificate of Completion, DPro: Project Management for Development Professionals, June 2024.

LANGUAGES:

Arabic: Native
English: Fluent

REFERENCES

- References provided upon request