



Ibrahim Awada

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PROFESSIONAL SUMMARY

Highly educated and competent Import & Purchasing Manager with extensive experience in managing logistics, supply chains, and procurement for leading multinational corporations. Demonstrates exceptional organizational skills, adept at negotiating contracts, and excels in developing efficient logistics and procurement strategies. Proven leadership ability in guiding teams towards achieving operational excellence while maintaining a sharp focus on meeting customer requirements. Seeking to contribute to and grow within a dynamic organization that offers significant career development opportunities.

EXPERIENCE

IMPORT & PURCHASE SENIOR OFFICER

Dec 2016 to March 2024

ARCOM GROUP | Beirut

- Acted as the primary liaison with international manufacturers (Spain, Italy, Germany, France, China, India, Egypt, Jordan, Saudi Arabia, Turkey, Bulgaria...), overseeing new orders, production, and shipping to ensure product quality and compliance.
- Negotiated with shipping companies and forwarders to secure optimal shipping terms and organized comprehensive shipment processes for efficiency and cost-effectiveness.
- Managed product selection, recommending discontinuations and introductions based on market trends and inventory levels, significantly refreshing the product line.
- Ensured strict quality control of all imported products regarding specifications, quantity, and safety before reception.
- Coordinated with warehouse and display teams to ensure systematic product organization and effective merchandise presentation.
- Provided crucial product information and training to the sales team, enhancing their ability to meet customer needs and drive sales.
- Prepared detailed reports on product arrivals for sales departments (wholesale, retail, projects), ensuring seamless information flow and inventory management.
- Participated in key committees, such as the annual Inventory and Internal Audit, contributing to governance and operational excellence.
- Maintained comprehensive customer files, enhancing data integrity and

customer service.

LOGISTICS & PURCHASING MANAGER

June 2009 to June 2016

Newboxer Import & Export Co., Ltd | Bangkok

- Spearheaded logistics and procurement for a global fashion textile company across Thailand, China, Brazil, and Lebanon, enhancing import/export efficiency.
- Developed a sophisticated customer and prospect management database, improving client relations and operational efficiency.
- Negotiated and managed contracts to strengthen relationships with suppliers and customers while ensuring compliance with international trade regulations.
- Directed the production process from client interaction to factory coordination, ensuring products met specifications and delivery timelines.
- Implemented advanced warehouse management and established an organized showroom, enhancing product accessibility and presentation.
- Oversaw the integration and management of the Maestro database system for accurate and timely operational support.
- Conducted comprehensive staff training, evaluation, and motivation, leading to increased team productivity.
- Managed international logistics for sample distribution to global offices and customers, ensuring timely deliveries.
- Anticipated industry trends and adjusted departmental strategy, resources, and procedures to maintain a competitive edge.
- Facilitated collaboration with shipping, accounting, design, and quality control departments to streamline operations and enhance efficiency.
- Executed critical on-site missions abroad for problem-solving and duty fulfillment, enhancing operational flexibility and resilience.

SKILLS

- Excellent skills in spoken and written English and Arabic.
- Excellent computer and office skills and accessibilities.
- Able to manage significant changes that may occur.
- Demonstrated success in managing a team.
- Able to communicate with people at all levels.
- Managing budgets to high standards of probity.
- Can deal with ambiguity.
- Proactive and able to work to deadlines.
- Adaptable and flexible when

