

# FATIMA EL HAFI

📍 Beirut, Lebanon, Lebanon

☎ +961 78 895 181

✉ Fatimah.elhafi@gmail.com

## SUMMARY

Experienced Procurement Officer with a strong background in strategic sourcing, supplier management, and cost control. Demonstrated expertise in maintaining optimal inventory levels and ensuring compliance with industry regulations. Proven ability to build and maintain positive relationships with suppliers and customers, fostering loyalty and satisfaction. Skilled in problem-solving, critical thinking, communication, commercial negotiation, strategic planning, and budget forecasting. Career goal includes leveraging extensive procurement experience to drive efficiency and cost savings within a dynamic organisation.

## EXPERIENCE

### PROCUREMENT OFFICER, 06/2024 - Current

#### ***Auto Lubumbashi***

- Strategic Sourcing: Identifying and selecting reliable suppliers to ensure competitive pricing and quality
- Purchasing: Processing purchase orders, managing inventory levels, and ensuring timely delivery of goods
- Supplier Management: Building and maintaining relationships with suppliers, negotiating contracts, and resolving issues
- Cost Control: Implementing cost-saving strategies and negotiating favourable terms with suppliers
- Inventory Management: Maintaining accurate inventory records and ensuring optimal stock levels
- Compliance: Ensuring adherence to company policies and industry regulations

---

### PROCUREMENT OFFICER, 08/2023 - 06/2024 **Astro Group**

- Strategic Sourcing: Identifying and selecting reliable suppliers to ensure competitive pricing and quality
- Purchasing: Processing purchase orders, managing inventory levels, and ensuring timely delivery of goods
- Supplier Management: Building and maintaining relationships with suppliers, negotiating contracts, and resolving issues
- Cost Control: Implementing cost-saving strategies and negotiating favourable terms with suppliers
- Inventory Management: Maintaining accurate inventory records and ensuring optimal stock levels
- Compliance: Ensuring adherence to company policies and industry regulations

---

### CUSTOMER SUPPORT SPECIALIST, 09/2022 - 07/2023

---

**Asmar Medical**

- Answering questions about a company's products or services
- Processing orders and offers
- Developing and documenting knowledge into helpful content
- Assisting with the preparation of bids and processing contracts
- Building and maintaining positive relationships with customers to foster loyalty and satisfaction

---

**OPERATING ROOM MATERIAL COORDINATOR, 02/2021 - 09/2022****Al Hayat Hospital**

- Effectively managed inventory and supplies, ensuring they were maintained within the established minimum and maximum levels
- Provided supervision and oversight for the entire process of ordering, receiving, storage, and distribution of all supplies
- Demonstrated specialized knowledge in orthopedic implants and collaborated with suppliers to accurately order the necessary types and sizes required for each surgery
- Ensure that all surgical instruments and equipment are maintained in good repair, adhering to established quality standards

---

**STORE KEEPER - PROCUREMENT DEPARTMENT, 05/2018 - 02/2021****Al Hayat Hospital**

- Prepared purchase orders and effectively communicated them to various suppliers
- Ensured the accuracy of received materials in terms of quality, quantity, specifications, and condition as per the supplier's agreement
- Implemented appropriate methods for the careful stocking and preservation of materials, minimizing the risk of damage or loss
- Conducted daily and monthly inventory management tasks, including receiving and unloading available supplies
- Acted as the primary point of contact for suppliers in cases of cancelled or damaged shipments, effectively resolving any related issues in a timely manner

---

**PHARMACIST ASSISTANT, 05/2017 - 05/2018****Al Hayat Hospital**

- Provided accurate and reliable answers to medication-related inquiries from patients, both over the phone and in-person
- Managed the stocking and organization of over-the-counter medications, ensuring that they were readily available for patients
- Precisely measured pills, ointments, and creams according to prescription requirements
- Safely packaged and labelled prescription medications, adhering to all relevant regulations and guidelines
- Conducted regular stock replenishment to maintain optimal inventory levels and prevent shortages

---

**SECRETARY, 01/2016 - 04/2017****Issa Moussa Photography**

- Greet visitors and point them in the right direction, answer inquiries, and create a welcoming environment
- Organize and maintain files and databases in a confidential manner

- Manage communication including emails and phone calls and redirect calls, and take messages
- Schedule appointments, meetings, and reservations as needed

---

**SKILLS**

- Problem solver
- Critical thinking
- Communication skills
- Attention to details
- Commercial negotiation
- Strategic planning
- Budget forecasting

---

**PERSONAL  
INFORMATION**

Nationality: Palestinian

---

**EDUCATION**

***Galilee school, 01/2014***  
**Baccalaureate: economic**

---

**TRAINING**

Digital marketing, CIS College, 06/30/23

---

**LANGUAGES**

**English:**

C2

■ ■ ■ ■ ■ ■ ■ ■  
Proficient

**Arabic:**

C2

■ ■ ■ ■ ■ ■ ■ ■  
Proficient