

Rana Khaireddine

Purchasing Coordinator

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Single

Date of Birth 07 June 1987

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Summary

Experienced **Administrative Assistant and Purchasing Coordinator** with over **nine years of expertise** in procurement management, supplier coordination, and office administration. Proven ability to streamline processes, negotiate favorable terms, and ensure operational efficiency. Adept at maintaining compliance, managing records, and driving cost savings through effective procurement strategies. Committed to delivering exceptional results that align with organizational goals.

Work Experience

1) Administrative and HR Assistant, [L.B.A.C.C. \(Lebanese Beirut Airport Catering Company\)](#) 2020 – Present

→ Airplanes section (July 2023 - Present):

- Oversaw **medical card management** for employees, ensuring meticulous documentation and regulatory compliance, yielding a **99% reduction in discrepancies**.
- Scrutinized and updated employee **punch-in/out records** to enhance timekeeping precision, resulting in a **95% decrease in payroll errors**.
- Maintained employee **data accuracy in HR systems**, achieving a 98% accuracy rate through meticulous **record-keeping**.
- **Processed payroll** accurately and promptly, guaranteeing **on-time payments** with a 100% accuracy rate.

→ Restaurants and Cafeterias section (2020 - 2023):

- **Conducted recruitment interviews** and facilitated hiring for waiter positions, **reducing recruitment time** by 20%.
- Managed medical card administration and **updated employee records** to ensure database integrity, resulting in reduction in data discrepancies.
- **Handled payroll processing**, ensuring punctual and accurate employee payments with a 99% accuracy rate.

2) Purchasing Coordinator [L.B.A.C.C. \(Restaurants and Cafeterias section\)](#) 2010 – 2019

- Managed **vendor relationships**, **negotiated favorable terms**, and processed **vendor invoices** for timely and accurate payment.

- Coordinated closely with the finance department to **track procurement budgets**, contributing to **improved cash flow** management.
- Developed and implemented a **procurement tracking system**, enhancing efficiency by **30%** and **reducing delays** in supplier payments.
- Managed procurement processes for goods and services, achieving a **20% reduction in procurement cycle** times by implementing an efficient tracking system.
- **Negotiated contracts and pricing agreements** with suppliers, reducing costs by 15% while maintaining quality standards.
- Coordinated with suppliers and internal departments to ensure **timely delivery of materials**, increasing on-time delivery rate to 98%.
- Conducted **audits of purchasing activities** to ensure policy compliance, maintaining a 99% compliance rate.
- Prepared and **analyzed purchasing reports** to support strategic decision-making, contributing to a 10% improvement in inventory turnover.
- Built and maintained **strong vendor relationships**, improving supplier response times by 25%.

Key Results:

- **Negotiated cost-effective contracts, achieving a 15% reduction in purchasing expenses while maintaining quality.**

3) Accountant at [Alameh Arts & Backstage Production Ltd](#) | 2008 - 2010

- Generated accurate **time sheets** for all staff, detailing regular and overtime hours, ensuring **precise payroll processing**.
- Managed petty cash funds efficiently, maintaining meticulous records and facilitating seamless reconciliation.
- Conducted thorough supplier and bank reconciliations, minimizing discrepancies and ensuring financial accuracy.
- Processed **payroll promptly and accurately**, contributing to the timely payment of employees.

Certificates:

- **GDPR-General Data Protection Regulation** | The Foundation, MEA-Training & Development Division
- **Negotiation Skills Course** | MEA-Training & Development Division
- **Best Practices in Supply Chain Management Training** | Management Mix
- Job Description and Appraisal Performance | Ghobeiry Municipality
- **Pre-Intermediate Level in General English Language Programme** | Birmingham College
- National Social Security Fund Workshop | Arab Open University (AOU)
- **Accounting Course** | Edumotion
- **Microsoft Word and Excel** | Edumotion

Skills:

→ Technical

- Market Knowledge
- Negotiation
- Payroll Administration

- MS Office: Word, Excel, Power Point.

→ **Administrative and Organizational**

- Database Management
- Recruitment
- Record-Keeping
- Process Optimization

Education

- **Master 1 in Accounting & Auditing | 2011**

Lebanese University (LU), Beirut-Lebanon

- **BA in Accounting & Auditing | 2008**

Lebanese University (LU), Beirut-Lebanon

- **Lebanese Baccalaureate in Mathematics | 2004**

College St. Georges, Beirut-Lebanon

Languages

- English : proficient
- Arabic : proficient
- French : proficient

