

Hanna S. Khoury

Expert Procurement manager with 10+ years of experience.

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Personal Particulars:

Age: 35 years

Gender: Male

Nationality: Lebanese

Marital Status: Single

Willing to relocate as required

SUMMARY:

A disciplined, experienced and result-orientated Procurement Manager with over 12 years of cognate experience in the Procurement field of Civil engineering, Power generation (conventional and hybrid), and telecommunications industry. Proficient in process optimization, leading large teams, and forecasting. I have perfected my cost containment and negotiations abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency, I am detail oriented and adapt to changing project requirements to quickly meet business goals. Skilled in contract management and service level agreements compliance, direct and indirect procurement, logistics management, strategic negotiations, business planning, demand forecast, data analysis and visualization, supplier and vendor relationship management, and team building.

PROFESSIONAL EXPERIENCE:

➤ Senior Procurement Lead – Efficio Consulting.

July 2023 – February 2025 - **NEOM, Kingdom of Saudi Arabia.**

Seconded as a consultant for the NEOM Giga Project, leading procurement operations for Corporate IT and TONOMUS Technical Services within NEOM.

- Led a team of 5 buyers, managing the full procurement life cycle for high-value IT goods and services (indirect), including software, hardware, and consulting.
- Oversaw strategic sourcing, tendering, supplier negotiations, contract drafting and deviation management.
- Defined the 2023–2024 sourcing strategy for the Corporate IT sector, including Framework Agreements and bundled outsourcing models.
- Delivered board-level procurement summaries and approvals for tenders exceeding SAR 1 billion.
- Drove cost containment, improved supplier performance, and implemented Supplier Relationship Management (SRM) initiatives with Tier 1–3 vendors.
- Utilized SAP S4/HANA and SAP Ariba for end-to-end procurement management and reporting.

➤ Procurement Manager – IPT PowerTech Group.

September 2017 – June 2023 - **Lagos, Nigeria.**

- Coordinating all supply chain services and functions within the company and managing 100% of the purchasing transactional functions
- Leading a 12-employee team covering all direct and indirect procurement activities
- Strategically negotiating and agreeing on contracts with vendors and suppliers, local and offshore to meet the business requirements
- Controlling spend and building a culture of long-term saving on procurement costs by establishing long-term purchasing strategies & trend
- Conducted, solicited and evaluated tenders, bids, proposals and quotations to ensure overall competitiveness, quality, and conformity to the project requirements
- Reducing the department's operating costs by 13% YoY and minimizing cost increments to the least possible
- Consistently meeting 100% of demand by implementing innovative forecasting tools and working closely with all teams
- Maintaining a 99% data accuracy standard
- Optimized supply chain processes to decrease COVID-19-related losses

- Increased internal customer satisfaction by over 80% through a streamlined procurement process and open communications with all stakeholders
- Streamlined material procurement process thereby reducing material return rates by 40%
- Preparing and processing purchase orders and purchase requisitions
- Vendor management and recruitment

➤ **Acting Warehouse & Logistics Manager – IPT PowerTech Group.**

January 2018 – June 2018 - **Lagos, Nigeria.**

- Managed a team of 40+ employees, implemented warehouse policies and procedures, and coordinated delivery routes, loading schedules, performed supervisory work for field and warehouse staff, through hiring, training and promoting
- Decreased dispatch lead times from 21 days to a maximum of 3 days
- Was responsible for 6 company-owned warehouses across Nigeria
- Provided bi-annual trainings for all team-members
- Coordinated deliveries, receipts, vehicles, load and journeys
- Stock management and supervision, General warehouse operations management and routine physical inventory
- Set up a stock storage system that improved overall warehouse efficiency by 60%
- Analyzed daily inventory and implemented system changes to optimize warehouse space with an increase from 40% to 78% efficiency in 4 Months
- Reorganized the warehouse inventory system, making the process 50% less cumbersome to handle than before
- Strategically setting up the warehouse layout and ensure efficient space utilization.
- Coordinate and monitor the receipt, assembly and dispatch of goods.

➤ **Assistant Procurement & Warehouse Manager – RATCON Construction Company LTD.**

March 2013 – August 2017 - **Ibadan, Oyo, Nigeria.**

- Managed and lead a team of up to 25 employees - warehouse and truck drivers
- Was fully responsible for pre-delivery compliance and post-delivery checks
- General warehouse operations management & purchase follow up
- Stock management and supervision
- Coordinating drives, vehicles, loads and journeys
- Improved order turnaround time by 35% through implementation of lean processes
- Managed day-to-day shipping and receiving, moving more than 5 trips, each containing 100+ items in 8-hour period
- Negotiating and agreeing contracts with suppliers, manufacturers, retailers and consumers
- Preparing paperwork for regulatory bodies
- Stock management and supervision, including routine physical inventory checks
- Preparing and processing purchase orders and purchase requisitions
- Maintaining documentation of the acquisition of goods and services
- Controlling spend and building a culture of long-term saving on procurement costs
- Setting long-term purchasing strategies & trend

➤ **Sales Lead - United Steel Company LTD.**

June 2012 – March 2013 – **Accra, Ghana.**

Led key account management and sales strategy for steel products across Ghana.

- Closed over 100 sales through direct outreach, improving market penetration.
- Increased lead conversion rate by 5% through customer relationship building and product education.

➤ **Online Branding and Marketing - Middle East News Website.**

August 2009 – June 2012 – **Tripoli, Lebanon.**

Managed digital marketing strategy and brand engagement.

- Ran Google and Facebook ad campaigns and trained editorial staff on CMS usage.

- Spearheaded social media growth and online visibility initiatives.

➤ **Freelance security systems installations.**

August 2007 – June 2012 – **Tripoli, Lebanon**

Consulted, designed, and implemented integrated security solutions.

- Led sales, procurement, and installation of systems including CCTV, alarms, and GPS trackers.
- Negotiated with vendors and oversaw end-to-end project delivery and post-sales support.

EDUCATION:

The University of Salford

MSc in Procurement, Logistics and Supply Chain Management (January 2022 – October 2023)

Université Libano-Française, Deddeh, Lebanon

BSc in Management Information Systems (September 2007- June 2010)

CERTIFICATION & TRAININGS:

MCIPS – Member of the Chartered Institute of Procurement and Supply - Certificate - Issued by CIPS – April 2024

Google Data Analytics Professional - Certificate - Issued by Google & Coursera - November 2022

Foundations of Project Management - Certificate - Issued by Google & Coursera - November 2022

Management Development Skills training - Certificate - Issued by Standards Training Academy - July 2022

MS Excel Advanced Level - Certificate - Issued by Formatech Integrated Learning - February 2022

FCPA Policy Training - Issued by ATC Nigeria Wireless Infrastructure Limited - March 2019

INDUSTRY EXPERTISE & COMPETENCIES:

Operations and Information Management • Demand Planning and forecast • Supply chain management • Microsoft Dynamics ERP • MS Office Suite • Supplier and Vendor Relationship • General Management • Cost management, avoidance and containment strategies • Logistics management • Strategic Negotiations • Warehouse operations & Inventory control • Risk Management and mitigation • Category management - Direct & Indirect procurement • Contract and SLA Management • Project Management • Processes and change management • General administrative oversight and capacity building of the managed team

SKILLS & STRENGTHS:

Critical thinking • Flexibility and Adaptability Delegating tasks Motivating People • Goal oriented - Results achiever • Analytical and Problem-solving skills • Leadership skills • Creativity in problem solving • Process improvement • Operational Leadership • Strategic Negotiations • Budgeting • Presentation Skills • Data Visualizing • Change management

LANGUAGES:

	<u>Spoken</u>	<u>Written</u>
Arabic	Fluently	Excellent
English	Fluently	Excellent
French	Fluently	Excellent

REFERENCES & RECOMMENDATIONS:

Professional references available upon request