

PASCALE SALAMEH

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Date of Birth: 15/04/1984

Marital Status: Married

Nationality: Lebanese



EDUCATION

2006 - 2009: Notre Dame University

Master of Business Administration **Management & Strategies.**

2002 - 2006: Notre Dame University

Bachelor of Business Administration – **Economics.**

Dean's list all semesters - Graduated with distinction

2001 - 2002: St. Joseph College Antoura

Baccalaureate - **Economic and Social Sciences.**

Graduated with distinction.

WORK EXPERIENCE

March 2024 - Present: Procurement Manager, Energy Offshore International – Lebanon.

- Managing and negotiating procurement, selecting suppliers and implementing best practices to ensure exceptional quality while maximizing operational efficiency.
- Negotiating contract terms, prices & discounts.
- Preparing purchasing reports, including cost analyses.
- Coordinating with shipping companies regarding the timely and cost-effective delivery of goods, ensuring compliance with delivery schedules, and managing any logistical issues that may arise.
- Tracking orders and ensuring timely delivery.
- Handling vendor disputes and resolving any issues related to product quality or service delivery.
- Evaluating and monitoring supplier performance, ensuring compliance with quality standards, delivery times, and contract terms.

January 2022 – February 2024: Operations Manager, Med-Vial – Lebanon.

- Reporting directly to the CEO: orders and purchases reports, inventory reports & sales reports.
- Managing the daily operations of the office, including office supplies, coordinating office maintenance and ensuring an organized workplace.
- Making daily reconciliation with the accounting department.
- Controlling petty cash: handling all expenses & receivables.
- Corresponding with international suppliers regarding orders, purchases & statements of account.
- Coordinating with the shipping company regarding invoices, packing list & Airway bills.
- Coordinating with different departments (stock, accounting & operations) regarding orders, deliveries, receivables and inventory.
- Team support: undertaking HR-related tasks such as on-boarding new employees, maintaining personnel records, vacation requests and payroll.

June 2017 - April 2020: Senior Commercial Coordinator, Aishti – Lebanon.

- Assisting the Commercial Manager in completing a detailed business plan that includes seasonal budgets, sales forecast and annual volume plans.
- Providing suppliers with sales reports by style, brand, category and stores.
- Relocating merchandise between stores according to sales statistics and supplier or consumer demand.
- Corresponding with suppliers regarding payment / shipping terms and negotiating discounts, exclusivity and delivery/cancel dates of the goods.
- Following up on claims, damages and credit / debit notes with suppliers.
- Making bank transfers, asking for swifts and following up on the statement of account with the suppliers.

May 2011 – July 2016: Operations Manager, Al Abjar Contracting L.L.C – Qatar.

- Coordinating with all departments (Legal, administrative, accounting, public relations & Business Development).
- Preparing operational reports & office budgets.
- Reviewing agreements and contracts for new companies.
- Procuring office supplies and maintaining appropriate equipment inventory record.
- Following up on administrative matters of the office such as travel, shipping, procurement & office inventory.
- Issuing invoices for clients and following up on receivables.
- Controlling business correspondences and preparing formal letters and emails.
- Recruiting and training new staff, carrying out staff appraisals.

December 2006 – January 2011: Senior Transaction Controller, Aishti – Lebanon.

- Reporting directly to the Transaction Control Manager: Inventory Reports, Purchase & shipments Reports, Sales Reports, outstanding orders reports.
- Purchasing American brands for Lebanon and the Middle East.
- Checking and following up on order confirmations and deliveries.
- Coordinating between the commercial and shipping departments concerning payments and the situation of the goods.
- Controlling the supply-chain procedures carried out from the moment of order of the goods till the moment of delivery.

TRAINING

September 2004 FRANSABANK - Lebanon

Operational Service: Cash deposit/withdrawal, check remittance.

Commercial Service: Activation of accounts, credit / debit cards, life insurance products.

SKILLS

Computer skills: Microsoft Word, Excel, PowerPoint & Outlook (Advanced).

Operating Systems & Networking: Oracle Macc, Internet Explorer.

Languages: Fluent in Arabic, French and English