

# Wael Shalak

**Date of Birth:** October 3, 1997.

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**Supply Chain and Logistics Specialist** with over 5 years of progressive experience in procurement, logistics, and operations across international humanitarian organizations, including Relief International and IOCC. Demonstrated expertise in supplier management, compliance with donor and organizational regulations, procurement documentation, and logistics coordination. Proven ability to streamline operations, manage end-to-end supply chain functions, and support large-scale programs such as school feeding and medical distribution. Highly organized, detail-oriented, and capable of working independently in high-pressure environments. Holds a Bachelor's degree in Banking and Finance with a 3.92 GPA, offering a strong foundation in financial oversight and operational efficiency.

## Experience

MAY 2025 – PRESENT

**Logistics and Procurement Coordinator (Consultant) | International Orthodox Christian Charities (IOCC)** 

- **Logistics Coordination:** Led logistics activities under the WFP-funded School Feeding Project, ensuring timely and safe delivery of goods and services.
- **Operational Planning:** Contributed to the development of logistics structures and operational plans in coordination with team members.
- **Market Surveys & Requirements:** Conducted market price surveys and provided overviews of logistics needs for project proposal development.
- **Compliance & Standards:** Ensured implementation of IOCC's logistics procedures and country policies, and maintained donor compliance in all logistics operations.
- **Inventory & Warehousing:** Supervised warehouse monitors and activities, ensured accurate inventory records, and followed up on checklists. Verified quality and quantity of delivered items matched purchase specifications.
- **Procurement Oversight:** Oversaw procurement activities ensuring full compliance with IOCC rules. Procured project needs items, prepared bidding documents, and ensured receipt of required number of quotations.
- **Vendor Management:** Evaluated and negotiated with vendors for quality, price, and timely delivery. Maintained procurement records and supported audit readiness.
- **Coordination & Tracking:** Followed up with suppliers on purchase orders, schedules, delivery, and feedback. Collaborated with finance and project teams to resolve invoice discrepancies and ensure accountability.
- **Strategic Input:** Supported price surveys and planning for upcoming project needs, contributing to future project readiness and efficiency.

MAY 2022 – APRIL 2025

**Supply Chain and Operations Officer | Relief International – Lebanon** 

- **Supplier Management:** Identified and evaluated new and potential suppliers, ensured comprehensive supplier documentation, and conducted reference checks to establish reliable partnerships.
- **Procurement and Documentation:** Collected and analyzed quotations, drafted purchase orders, service and work contracts, and donation letters. Managed bid analysis and prepared Selection Memos. Oversaw

procurement for medical items, pharmaceuticals, livelihoods, and educational materials. Assisted in global-level procurement activities.

- **Due Diligence and Compliance:** Completed Enhanced Due Diligence processes for suppliers to ensure compliance with organizational standards.
- **Order and Payment Processing:** Checked and received orders, collected and archived original invoices and receipts, and submitted complete procurement files to the finance department for payment processing. Followed up on supplier payments with the finance team.
- **Travel and Accommodation Management:** Arranged travel and accommodation for staff, including flight and hotel bookings in line with organizational guidelines.
- **Administrative Support:** Updated and maintained the supplier database, posted tender notices, archived procurement files on OneDrive, and updated the monthly payment tracker for finance.
- **Logistics and Operations:** Assisted in distribution, warehouse management, fleet management, and conducted physical asset checks. Managed office supply requests and ensured availability of kitchen, cleaning supplies, stationery, and toner.
- **Import and Customs Coordination:** Managed import processes and coordinated with customs clearance to ensure smooth and compliant import operations.
- **Donor Reporting and Supervisory Roles:** Assisted in donor reporting, provided supervisory oversight, and ensured alignment with organizational objectives and donor requirements.
- **Asset Inventory Management:** Oversaw the tracking and management of physical assets, including regular inventory checks and updates to ensure accuracy and accountability.

NOVEMBER 2020 – MAY 2022

Supply Chain and Operations Assistant | Relief International – Lebanon 

- **Supplier Management Support:** Assisted in identifying and evaluating new and potential suppliers, ensured comprehensive supplier documentation, and conducted reference checks to support supplier establishment.
- **Procurement Documentation Support:** Collected quotations, drafted purchase orders, service and work contracts, and donation letters. Supported bid analysis and preparation of Selection Memos. Assisted with procurement tasks related to livelihoods and educational materials, as well as office supplies.
- **Due Diligence Assistance:** Supported the completion of Enhanced Due Diligence processes for suppliers to ensure compliance with organizational standards.
- **Order Processing and Payment Support:** Assisted in checking and receiving orders, collecting and archiving original invoices and receipts, and preparing procurement files for finance department submission. Followed up on supplier payments with the finance team.
- **Travel and Accommodation Coordination:** Assisted in arranging travel and accommodation for staff, including flight and hotel bookings as per organizational guidelines.
- **Administrative Support:** Updated and maintained the supplier database, posted tender notices, archived procurement files on OneDrive, and managed the monthly payment tracker for finance. Conducted asset counts and ensured accurate inventory management.
- **Logistics and Operations Support:** Assisted in distribution, warehouse management, fleet management, and conducted physical asset checks. Managed office supply requests and ensured the availability of kitchen, cleaning supplies, stationery, and toner.

FEBRUARY 2020 – JUNE 2020

Supply Chain Volunteer | Save the Children International – Lebanon 

- **Supplier Support:** Assisted in identifying new and potential suppliers and collected quotations to support procurement processes.
- **Procurement Documentation:** Drafted purchase orders to facilitate procurement activities and ensure timely order processing.
- **Order Processing Support:** Checked and received orders, ensuring accuracy and proper documentation.
- **Asset Management Support:** Conducted physical asset checks to verify inventory and ensure asset integrity.
- **Administrative Support:** Assisted with archiving and scanning documents to maintain organized and accessible records.

## Skills

Fast Typer • Proficient with Microsoft Office and Smartsheets • Team player • Excellent time management skills • Conflict management • Data analytics • Reporting and Analysis • Attention to Detail • Organizational Skills • Communication Skills • Computer Literacy • Green Logistics • Carbon Footprint Reduction

## Education

OCTOBER 2016 - AUGUST 2019

**Bachelor of Banking and Finance | Lebanese International University**

3.92 GPA • Member of university's Honor Society

## Languages

- **Arabic** – Native / Mother tongue
- **English** – Fluent (Professional proficiency)
- **French** – Basic (Conversational)

## Certificates

- **Humanitarian Supply Chain Management**  
*Institute Bioforce | July 2022*
- **Sustainable Supply Chain Management**  
*University of Cambridge | 4-month course*
- **Importation and Customs Clearance Course**  
*Online learning program offered by HELP Logistics and IMPACCT*
- **Temperature Sensitive Items & Cold Chain Items Management**  
*International Medical Corps (IMC) | Online course*
- **Safe and Sustainable Fleet Management for Fleet Managers**  
*Fleet Forum | Online course*
- **Certificate of Appreciation**  
*Relief International Headquarters, Recognized for excellent organization of the Global Retreat in Lebanon in August 2023*
- **Central Banking and Macroeconomic Analysis Internship**  
*Central Bank of Lebanon (BDL) | July 2018*
- **Stock Control and Payment Operations Internship**  
*Electricity of Kadisha | September 2018*