

CHARBEL ASSAF

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📍 Antwerp, Belgium



OBJECTIVE

Dedicated team member, seeking a position at your company with the ability to motivate others to accomplish goals and influence decision making, where I can use my great management talents, skills, and experience to help the company meet its objectives.

PROFESSIONAL EXPERIENCE

Procurement Specialist

*Malia Group, Lebanon, EMEA
July 2023 - August 2025*

- Manage the full procurement cycle, including requisition, negotiation, purchasing, order tracking, and ensuring compliance with company policies and procedures. Handle insurance bookings and shipment tracking to ensure risk-free and timely deliveries.
- Build and monitor supplier relationships, negotiate for best deals, and manage inventory effectively. Conduct regular stock analysis to improve turnover and manage excess inventory.
- Oversee export compliance, certifications, and documentation. Ensure consistent legal processing.
- Evaluate suppliers, prepare reports, and ensure adherence to policies and regulations.

DEMAND PLANNING ANALYST, PROCUREMENT, SOURCING - SUPPLY CHAIN FMCG

*NokNok, Beirut, Lebanon
October 2022- July 2023*

- Develop effective forecast models based on industry trends and demand patterns.
- Support management with risk assessments and mitigation activities.
- Propose and implement solutions to improve demand forecast accuracy.
- Monitor and report on important changes in sales forecasts, inventory, budgets, and business strategies.

FACILITY PROJECT MANAGER

*Facilitate Inc., USA, Remote from Lebanon
February 2022 - October 2022*

- Develop and maintain facility project budgets.
- Support Service calls and meeting with Managers and Clients.
- Assess project risks, issues and provide solutions where applicable.
- Negotiate with suppliers, contractors and ensure project deadlines are met.

EDUCATION

• Masters in Economics

*University of Antwerp
Antwerp, Belgium
September 2023 - August 2024*

- Major in Digital Auditing, Security Risk and Governance
- Minor in Strategy and Risk Management
- Thesis: Effects of Climate Change on Economies
- International Consulting Project (AI Consultant): Book about AI and its effect on Businesses
- International Consulting Project about Nestlé achieving Recyclable or Reusable Packaging, while balancing Environmental and Product Integrity Challenges.
- Work through University with St. Trudo Hospital as an Auditor (February 2024 - May 2024).

Conduct internal audits of hospital financial, operational, and clinical processes, assess compliance with healthcare regulations and standards, identify risks and recommend corrective actions, review accuracy of financial records and billing systems, evaluate internal controls and improve efficiency, prepare detailed audit reports and present findings, collaborate with departments to ensure policy adherence.

• Bachelor in International Business

Management

*Notre Dame University Louaizé NDU
Zouk Mosbeh Lebanon
September 2017 - September 2020*

CERTIFICATES

• Market Research & Consumer Behaviour

IE Business School Coursera

• International Organisation Management

University of Geneva – Coursera

• Forensic Accounting & Fraud Examination

West Virginia University – Coursera

• International Management

University of London – Coursera

• Sales Operations Management

Virginia University - Coursera

• Strategic Management

Copenhagen Business School – Coursera

PROJECT MANAGER ENGINEER

Novelus - Nexius, USA, Remote from Lebanon
October 2020 - November 2021

- Direct and assess the daily operations of the engineering team
Work closely with clients to design and develop detailed plan project.
- Create cost proposals, ensure all safety regulations are met, and maintain financial records.
- Manage the engineering team who ensure that all project delivered are technically fit for purpose and meet the statutory requirements.

LEARNING AND DEVELOPMENT MANAGER

Novelus - Nexius, USA, Remote from Lebanon
November 2019 - October 2020

- Maintain training track process, enters data, tracks completion and processes communication to recipients.
- Support scheduling and coordinates all training activities.
- Evaluate individual and organizational development needs.
- Create and execute learning strategies and programs.

SALES EXECUTIVE

The NET Group, Port of Beirut, Lebanon
June 2019 - November 2019

- Manage clients through Excel Sheets and Power BI to check progressivity.
- Negotiate deals before sale and keep updates about the post-sale results and satisfaction of clients.
- Indoor and Outdoor Sales, Local and International.
- Completed rational training through various departments, including customer service, operations management, and tariffs.

INTERNSHIPS

RISK CONTROLLER

Bank of Beirut, Antelias, Lebanon
November 2018 - May 2019

- Consult risks and maintaining various client and industry relationships.
- Payment floats, and account closure.

PRODUCT MANAGER

La Valeur Supermarket, Mazraat Yachouh, Lebanon
April 2017 - July 2017

- Analysis support for field issues and new product development.
- Understand, identify and fill product gaps.

SKILLS

- Attention to Details
- Strong decision maker
- Time management
- Risk identification
- Leadership
- Software applications

TECHNICAL SKILLS

- Microsoft 365
- FAIR-U quantitative risk analyses
- Smartsheet
- SPSS
- Power BI
- Dynamics 365 - ERP
- Microsoft systems analytics
- COBIT
- NIST CSF
- Risk Management ISO 27005
- STATA

LANGUAGES

• Arabic	Native
• English	C1
• French	C1
• Dutch	A2

KEY ACHIEVEMENTS

- Assisted ERP customization for procurement workflow digitalization
- Represented PLAN function in cross-functional transfer teams
- Developed and executed transfer implementation plans
- Coordinated with global/local teams: Planning, Quality, Regulatory, Delivery, Artwork
- Ensured smooth transition from current to future supply flows
- Tracked all prerequisites and ensured plan adherence
- Communicated updates transparently with all stakeholders
- Supported strategic initiatives within Global Planning
- Streamlined flow to reduce procurement lead time
- Contributed to vendor rating system to improve delivery and quality