

GHADA EL JAMMAL

Senior Procurement & Supply Chain Manager

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Availability: Immediate | Remote / International

PROFESSIONAL SUMMARY

Senior Procurement & Supply Chain Manager with over 20 years of experience managing international purchasing, strategic sourcing, and supply chain activities for trading businesses. Extensive background in remote coordination with global suppliers, international banks, freight forwarders, and customs agents. Expert in Letters of Credit (LC), DP settlements, contract negotiations, and cost optimization. Highly autonomous professional accustomed to working across time zones and managing end-to-end procurement cycles independently. MBA-qualified and fluent in English, French, and Arabic.

CORE PROCUREMENT & REMOTE WORK SKILLS

- International Procurement & Strategic Sourcing
- Global Supplier & Vendor Management
- Import / Export & Cross-Border Trade
- Letters of Credit (LC), DP & Trade Finance
- Contract Negotiation & Cost Reduction
- Inventory Planning & Demand Forecasting
- Remote Stakeholder Coordination
- Logistics, Shipping & Port Clearance

PROFESSIONAL EXPERIENCE

Green Glory SAL

General Manager & Purchasing Manager | Jan 2022 – Jun 2024

- Led international procurement and supplier management activities across multiple countries
- Approved and negotiated high-value supplier contracts and commercial agreements remotely
- Managed end-to-end purchasing cycles from supplier sourcing to final warehouse delivery
- Coordinated with international banks for LC issuance, DP settlements, and trade finance compliance
- Improved procurement efficiency by **37%** through supplier consolidation and process optimization
- Worked closely with freight forwarders and shipping agents to ensure on-time global deliveries

Purchasing & Office Executive Manager | Jan 2004 – Jan 2022

- Managed long-term international purchasing operations using LC and DP payment terms
- Negotiated pricing, exclusivity agreements, and supply conditions with overseas mills and suppliers
- Remotely coordinated vessel tracking, shipping documentation, port clearance, and delivery approvals
- Forecasted stock requirements biweekly based on international market trends and demand analysis
- Handled cross-trade transactions including invoices, bills of lading, and legal documentation
- Maintained ongoing coordination with finance teams to manage cash flow, bank facilities, and maturities

Mohamed Khalil Daouk S.A.L

Assistant Sales Manager | Jan 2001 – Jan 2004

- Managed international sales-related procurement orders and proforma invoicing
- Prepared LC documentation and coordinated shipments via land and sea freight
- Handled supplier and customer communication remotely to ensure delivery accuracy
- Supported large regional tenders through coordination with printing houses and suppliers

HSBC Bank

Banking Intern – Management Division | 2000

- Assisted with financial documentation processing and compliance verification

EDUCATION

Master of Business Administration (MBA) – Banking & Finance

Saint Joseph University of Beirut (USJ)

SYSTEMS & REMOTE TOOLS

- ERP Systems: Navision, Noria
- Microsoft Office Suite (Excel, Word, Outlook)
- Remote Communication & Coordination Tools

LANGUAGES

- Arabic: Native
- English: Fluent
- French: Fluent