

BASSAM EL MORTADA

Procurement & Logistics Professional | Engineer
+961 70 673 733 | bassamelmortada@gmail.com
19-02-1990 | Lebanese

PROFESSIONAL SUMMARY

Detail-oriented Logistics Professional with 3+ years of experience in NGO operations, procurement, and data management. Proven track record in managing large-scale budgets and ensuring strict donor compliance across humanitarian projects. Expert at bridging technical precision with field execution, with a focus on data integrity, supply chain optimization, and stakeholder coordination.

PROFESSIONAL EXPERIENCE

AGRIMOVEMENT, LEBANON, 2023 – PRESENT

1. **PROCUREMENT & LOGISTICS OFFICER - SEEDS OF SOUR (AGRI MVT, UNWOMEN, AMEL, UOTM), 2023 – PRESENT**
 - **Operational Oversight:** Managed logistics for trainings and Tyre site visits, including venue booking, catering, and materials; maintained audit-ready digital and physical filing systems.
 - **Strategic Procurement:** Executed end-to-end procurement with 25+ suppliers for greenhouse infrastructure and agricultural materials, ensuring strict compliance with international donor regulations.
 - **Budget Management:** Monitored and tracked budgets exceeding \$168,000, managing financial records and precise payment requests in coordination with finance teams.
 - **Reporting:** Drafted and formatted high-level reports for UN Women and Amel Association, ensuring data accuracy and stakeholder alignment.
2. **PROJECT OFFICER - PORTICUS PROGRAM (AGRI MOVEMENT, MASAR ASSN), 2024 – 2025**
 - **Administrative Support:** Managed comprehensive electronic and physical filing systems, and drafted meeting minutes, agendas, and fact sheets.
 - **Project Tracking:** Assisted in developing work plans and implementation schedules, while updating activity trackers to ensure all monthly and quarterly donor reports were data-driven.
 - **Event Coordination:** Organized workshops, focus groups, and conferences, managing all logistics including venue booking, participant lists, and catering for various stakeholders.
 - **Field Operations:** Facilitated field-level activities and site visits, collecting implementation evidence and photos while ensuring all logistics and per-diem arrangements were executed.
 - **Data Integrity:** Supported research efforts by performing data entry, cleaning, and verification of beneficiary databases, contributing to the accuracy of final project evaluations.
 - **Logistics & Procurement:** Lead procurement of 13,000+ seedlings, prepared purchase requests and collected competitive quotations in line with donor regulations, and coordinated closely with the finance team to process donor-compliant and audit-ready supplier invoices.
3. **FIELD OFFICER - HAZARD TO HARVEST PROJECT (AGRI MOVEMENT, DCA LEBANON), 2024 – 2025**
 - **Field Operations:** Led comprehensive site logistics operations, overseeing fleet coordination, technical installations, and vendor execution to ensure high-quality training implementation.
 - **Data & Compliance Management:** Supervised data collection and reporting activities, conducting participant verification and attendance audits to maintain compliance and data integrity.

PROCUREMENT MANAGER, BRONZE BAKEHOUSE, LEBANON, 2022 – 2023

- End-to-End Procurement: Directed a \$138,000 budget for a food production business, overseeing the entire supply chain from sourcing to final delivery.
- Contract Negotiation: Negotiated vendor contracts and terms to optimize cost-efficiency and maintain comprehensive vendor documentation.
- Financial Analysis: Prepared detailed cost reports and monitored expenditures to identify savings and improve overall business accountability.

BUSINESS ANALYST, LARNACA HEIGHTS, LEBANON, 2021 – 2022

- Market Intelligence: Conducted feasibility studies and market research to guide business development and office planning initiatives.
- Project Planning: Drafted technical proposals, project plans, and comprehensive reports for management review.

DESIGN & PATENT ENGINEER, BAUHOF GROUP, LEBANON, 2016 – 2021

- Leadership & HR: Led a team of four to develop a business messaging app; recruited and managed two junior software engineers and oversaw deployment strategies.
- Patent Engineering: Designed and submitted UK IPO patent applications for transport and medical products; conducted comprehensive patent scans and liaised with legal counsel.
- IP Compliance: Compiled all legal copyright documentation and conducted market research to protect intellectual property.

EDUCATION

BACHELOR of ELECTRICAL & COMPUTER ENGINEERING, AMERICAN UNIVERSITY OF BEIRUT, LEBANON, 2015

PROFESSIONAL DEVELOPMENT & TRAINING

RESEARCH ASSISTANT TRAINEE | UNIVERSITY OF WISCONSIN, MADISON USA, 2012

- Conducted spinal chip feasibility testing for bone density measurement and contributed to editing the *Bioinstrumentation* textbook by Prof. John G. Webster.

TECHNICAL SKILLS

- | | |
|-------------------------|--------------------|
| • MS Office Proficiency | • MS Excel Mastery |
| • Python | • C++ |

AREAS OF EXPERTISE

- | | |
|--------------------------------------|---|
| • Project Coordination | • Logistics & Supply Chain Coordination |
| • Operational Planning & Scheduling | • Documentation & Compliance Control |
| • Procurement & Cost Estimation | • Problem Resolution & Decision Support |
| • Budget Tracking & Cost Validation | • Resource Allocation |
| • Client & Stakeholder Communication | • Workflow Optimization |

LANGUAGES

- | | |
|------------------|-------------------|
| • Arabic: Native | • English: Fluent |
|------------------|-------------------|