

DIANA BOU ZEID

SUPPLY CHAIN SPECIALIST

BIO

Dedicated supply chain and purchasing in the trading industry. Passionate about business, innovation, and challenges. Focus on efficiency, negotiation, and improvement. Grow and contribute to forward-thinking business environments.

CONTACT

+961-70913847

Diana.bou.zeid@hotmail.com

Zalka - Anthounieh street,
Maten, Lebanon

ACTIVITIES

- Sport
- Dance
- Drawing
- Reading

LANGUAGES

- English
- French
- Arabic

SKILLS

Microsoft office (Excel, Word, Powerpoint, Outlook..)

Systems:

- Brain
- Pims 1 & 2
- Microsoft Dynamics Navision
- Dynamic CRM
- Teams



WORK EXPERIENCE

Chemical Plus SAL -Dekwane

DEC 2023 - PRESENT

Junior Supply Chain Specialist

- Contact & deal with international suppliers to build a long-term relationship
- Coordinated procurement activities, including issuing Purchase Orders (POs), tracking order status, and managing vendor lead times & estimated budget for new PO.
- Stay updated in studies and researches in the market to stay informed about trends, pricing shifts, and supplier capabilities.
- Maitain purchasing record and agreement with high product quality
- Negotiate cost, selling price & shipping terms (CFR, FOB..)
- Support inventory to maintain stock availability and avoid shortages

Chemical Plus SAL -Dekwane

APR 2018- DEC 2023

Customer care & logistics coordinator

- Check customer SOA
- Invoice & receipt voucher
- Organize deliveries & transportation schedule
- Collaborate across departments & Contact customers
- Work on reports for existing and non existing orders with PO
- Follow up shipments (ETA, ETD, #FCL ..)

Spica SARL- Zalka

NOV 2016--APR 2018

Junior accountant

- JV
- Data entry
- PI & SO
- Payment & receipt
- filing
- reconciliation SOA



EDUCATION

Bachelor degree of Business Administration- Marketing

2012-2017

Lebanese University , Ashrafieh

Online certificate- logistics management in international transport & shipping

2023

Udemy