

# FATIMA EL HAFI

📍 Beirut, Lebanon

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🌐 Palestinian

**Procurement Officer** with experience in strategic sourcing, supplier management, inventory control, and cost optimization. Skilled in negotiation, compliance, and maintaining efficient procurement operations across multiple sectors.

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## EXPERIENCE

### **PROCUREMENT OFFICER- Auto Lubumbashi, 06/2024 – Current**

- Strategic sourcing and supplier selection to ensure quality and competitive pricing
  - Purchase order processing, inventory control, and timely delivery management
  - Supplier relationship management, and issue resolution
  - Cost optimization through effective negotiation and control strategies
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### **PROCUREMENT OFFICER- Astro Group, 08/2023 - 06/2024**

- Managed strategic sourcing, purchasing, and supplier relationships to ensure quality, timely delivery, and competitive pricing
  - Optimized inventory and procurement costs through effective negotiation and control strategies
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### **CUSTOMER SUPPORT SPECIALIST-Asmar Medical, 09/2022 - 07/2023**

- Responded to customer inquiries regarding products and services
  - Processed orders, offers, and supported bid and contract preparation
  - Built strong customer relationships to enhance satisfaction and loyalty
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### **OPERATING ROOM MATERIAL COORDINATOR, Al Hayat Hospital, 02/2021 - 09/2022**

- Managed medical inventory, overseeing ordering, storage, and distribution within required stock levels
  - Coordinated with suppliers on orthopedic implants and ensured surgical equipment met quality standards
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### **STORE KEEPER - PHARMACIST ASSISTANT, Al Hayat Hospital - 05/2018 - 02/2021**

- Prepared purchase orders, managed receiving, storage, and inventory control, and coordinated with suppliers to resolve delivery or quality issues
  - Assisted patients with medication inquiries, accurately prepared and labeled prescriptions, and managed OTC stock to ensure availability and compliance
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## EDUCATION

**Galilee school, 2014 - Baccalaureate: economic**

## SKILLS

- SAP B1, Ctserv
- Microsoft Windows

## LANGUAGES

- English (Proficient)
- Arabic (Native)