



Chimene Basset

Nationality: Lebanese **Date of birth:** 22/07/1994 **Gender:** Female **Phone number:** (+961) 71760788

Email address: chimene.basset@gmail.com

Home: Broumana, (Lebanon)

WORK EXPERIENCE

Save The Children – Hazmieh, Lebanon

Supply chain assistant

[01/01/2023 – 31/12/2025]

- Handle procurement requests and ensure they are carried out with clear specifications, best value for money, transparent, accountable, subject to fair competition and are meeting agreed lead times.
- Assure the implementation and follow up of Contracts and Framework agreements.
- Receive and process invoices, payments to suppliers for items delivered. Follow up the payment process with Finance to ensure SCI fulfils its obligations to suppliers.
- Prepare weekly, monthly, and quarterly procurement status reports for all purchases
- Coordinate with the Supply Chain officers in all field offices to prepare all the necessary documents and record the asset's details as per the procurement document.
- Maintain a proper filing for all documents related to Assets.
- Consolidate all asset tracker from all field offices into one report.
- Prepare all the necessary documents to record the asset's details as per the procurement document and assign Asset ID Tag.
- Conduct the physical count of Beirut Country Office Assets.
- Meet with different departments on a regular basis and plan for all procurement needs for ongoing projects.
- Vetting Suppliers according to SCI screening procedures.
- Knowledge in SAP Ariba – ProSave System For Supply Chain

Caritas Lebanon – Sin El Fil, Lebanon

Procurement Officer

[01/03/2019 – 31/12/2022]

- Maintain the filing of both hard and soft copy of the ongoing and complete Purchase requests with all the supporting documents as required by Caritas Procurement Policy
- Handle procurement requests including collecting quotations, preparing comparison and Purchase Orders.
- Coordinate with suppliers regarding delivery schedules and transportation arrangements and advise relevant staff of the same.
- Assist the procurement management with administrative duties.
- Meet with the finance Officer to reconcile payments related to program's activities in accordance with allocated budget.
- Supervise the daily operations of the project, handle all receipts and transaction records and ensure all project expenditures have been properly recorded and filed.
- Focal Point for Caritas and Project Maintenance requests.
- Handling Petit Cash of Procurement Department.

Loadstar Coaches – Beirut, Lebanon

Administrative Assistant

[01/09/2017 – 31/05/2018]

- Schedule Appointments
- Prepare Files
- Schedule interviews with candidates

- Data entry
- Checking daily reports

 **Jamalouki Magazine** – Beirut, Lebanon

Data entry Freelance

[01/07/2017 – 01/06/2024]

- Upload Content into CMS (Website Back- end).
- Research and Data Entry for shops in Gulf countries and for series on Tv Channels.

 **BA Holding** – Verdun, Lebanon

Junior Marketing Executive

[01/01/2017 – 31/03/2017]

- Handle the company's Social Media Platform.
- Gather quotation.
- Update the company's website.

 **Freeminds** – Beirut, Lebanon

Marketing Intern

[01/07/2015 – 31/08/2015]

- Prepare Marketing Plans.
- Assist in brainstorming.

 **Balance Clinic** – Ashrafieh, Lebanon

Administrative Assistant

[01/09/2013 – 31/12/2013]

- Schedule appointments.
- Prepare Files.
- Follow up with patients.
- Handle payments.
- Perform basic weight tests.

EDUCATION AND TRAINING

Bachelor Degree in Business Administration

Arts, Science & Technology in Lebanon (AUL University) [01/10/2013 – 31/05/2016]

City: Dekwaneh | Country: Lebanon

Lebanese Baccaureate (Sociology)

Providence School [01/10/2011 – 31/05/2013]

City: Jdeideh | Country: Lebanon

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s):

English

LISTENING B2 READING B2 WRITING B2
SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

French

LISTENING B1 READING B1 WRITING B1
SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft(Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access) / / Global SAP system / Dynamics 365 Business Central (notions) / Social Media / Social Network / Good Communication and Writing Skills / Good listener and communicator / Organizational and planning skills / Team-work oriented