

# Wael Tabaja

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## PROFESSIONAL SUMMARY

Strategic and results-driven Procurement Officer with experience in international sourcing, supplier negotiation, and logistics coordination across manufacturing and distribution industries. Proven track record in optimizing sourcing strategies, achieving cost savings, and building strong supplier relationships. Skilled in market research, supplier evaluation, contract negotiation, and cross-functional collaboration to ensure quality standards and supply continuity.

## PROFESSIONAL EXPERIENCE

### Procurement Officer – Beesline International, Beirut, Lebanon (Feb 2025 – Present)

- Manage procurement for raw materials, fragrances, packaging, chemicals, consumables, equipment, machinery, and marketing items (GWP).
- Source and evaluate international and local suppliers ensuring quality, cost efficiency, and supply reliability.
- Lead negotiations on pricing, payment terms, and commercial agreements.
- Coordinate international and domestic logistics including shipment tracking and documentation.
- Collaborate with R&D, Quality, Production, Marketing, and Finance teams to meet technical and operational requirements.
- Identify and implement cost-saving initiatives across procurement categories.
- Support new product development through sourcing of new materials, fragrances, and packaging solutions.

### Procurement Officer – Ch. Sarraf & Co. (Malia Group), Beirut, Lebanon (Jun 2024 – Feb 2025)

- Managed procurement of operational and commercial supplies in a consumer goods distribution environment.
- Sourced and evaluated local and international suppliers ensuring competitive pricing and quality standards.
- Negotiated commercial terms and payment conditions with suppliers.
- Coordinated deliveries and shipments with suppliers and logistics partners.
- Collaborated with sales, marketing, finance, and warehouse teams to align procurement with operational needs.
- Conducted supplier benchmarking and identified cost optimization opportunities.

### Procurement Officer – MORALI West Africa Ltd, Conakry, Guinea (May 2021 – Jan 2024)

- Collaborated with cross-functional teams to determine procurement needs and specifications.
- Conducted market research and maintained supplier databases.
- Negotiated contracts with suppliers to secure favorable pricing and terms.
- Implemented cost-saving strategies and procurement process improvements.

- Managed supplier relationships to ensure reliable deliveries.
- Coordinated RFP preparation, purchase order issuance, and delivery tracking.

**Buyer – Citystar Lebanon, Beirut, Lebanon (Jun 2020 – Apr 2021)**

- Conducted market research to identify and evaluate suppliers.
- Prepared and processed purchase orders in compliance with company policies.
- Monitored market trends to identify cost-saving opportunities.
- Managed supplier relationships and monitored supplier performance.

**Buyer – Spot Oil, Beirut, Lebanon (Jun 2019 – May 2020)**

- Researched suppliers and maintained vendor lists.
- Prepared and submitted requests for tenders.
- Negotiated contracts to secure optimal pricing.
- Followed up with suppliers to ensure timely delivery.

**Shipping & Receiving Clerk – Beta Lubes, Beirut, Lebanon (Jan 2019 – May 2019)**

- Prepared shipping documentation including packing lists and bills of lading.
- Coordinated with warehouse teams to maintain accurate inventory records.
- Tracked shipments and maintained logistics records.
- Coordinated deliveries with vendors and carriers.

**EDUCATION**

Bachelor of Science in Agribusiness – American University of Beirut (AUB), Jul 2019

French Baccalaureate – Lycée Abdel Kader, Jun 2014

**SKILLS**

Strategic Sourcing • Supplier Negotiation • Supply Chain Management • Logistics Coordination • Cost Optimization • Contract Management • Supplier Relationship Management • Inventory & Warehouse Management • Risk Management • Forecasting

**VOLUNTEERING & INTERNSHIPS**

Field Coordinator – Lebanese Red Cross, Southern Lebanon (Jun 2019 – Jan 2020)

Center President – Lebanese Red Cross, American University of Beirut (Aug 2018 – May 2019)

Warehouse Operations Intern – Beta Lubes (Jun 2018 – Aug 2018)