

Jose Bou Habib

March 20th 1991, Lebanon
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OBJECTIVE

Procurement professional with 9 years of experience in handling domestic and international operations. Keen to obtain a position that will enable me to utilize my strong negotiation skills, vendor management, quality and project management; to ensure value for money is maximized, continuous improvement to achieve better purchasing practices and generate cost saving opportunities.

EXPERIENCE

The Heineken Company (Brasserie Almaza SAL - Lebanon) **Procurement Services Manager**

Oct 2021- Present

- Managing the End2End procurement process activities, creating & maintaining full Contract management & actively using the Heineken tools.
- Embedding the sourcing process of HGP, ensuring compliance with the standard processes, procedures & internal controls, active use of the SNOW tool and Power BI, and maintaining the spend analysis tool.
- Reporting to Supply Chain Manager, and supervising overall 3 members in the Procurement department.
- Work with the planning team on demand estimation and ordering based on the buying plan and ensure merchandise is delivered as per the plan based on the agreed service level agreement
- Ensuring the best service, and securing supply for the brewery at the most competitive prices to make a real difference in cost saving and profit.
- Working on RFI/RFP/RFQ, tendering directly with Heineken Global Procurement and liaising with Global procurement teams.

Senior Buyer

Sept 2019- Oct 2021

Completed an 11 months acting assignment as a Procurement Services Manager

Nov 2020- Oct 2021

- Ensuring local team activities are in line with the Global Strategy.
- Benchmarking within Heineken Operating companies to network with reputable suppliers, get comparative data and acquiring best practices on material management.
- Initiating contracts with suppliers for repeating orders and issuing Purchase Orders in actively manners.
- Conducting and leading opportunity assessment workshops, in cooperation with all of the functions individually, to find new cost saving opportunities.
- Performing negotiations to develop corporate strategies and policies with respect to purchasing matters.
- Purchasing materials according to required technical specifications, price, delivery schedule and payment terms.

Elie Saab Liban SAL Beirut, Lebanon **Procurement Coordinator**

March 2017-August 2019

- Handling procurement of Raw Material Ready to Wear, Bridal and Accessories collection in the Lebanese and foreign markets, ranging from ordering till reception, including planning, shipping & clearance.
- Negotiating and comparing the best quality with suppliers, the delivery dates, payment terms, and control the quantities delivered.
- Performing RM items management. (Creating new items in the system, and updating them accordingly).
- Ensure with the Production factories that orders are on track and manage delays if any.
- Proposing pro-active measures to be taken in order to avoid delays and ensure accurate delivery of items to the warehouse.
- Advising about the best and more efficient way to ship, based on the urgency and the logistics rates.
- Updating purchase reports and prepare quantity and cost reports on a monthly basis.

- Validating Elie Saab France and Swiss invoices related to RM and logistics.
- Authorizing payments to suppliers and processing all the invoices with the supporting documents.

Lebanon Fruit Juice Co. sal (BONJUS)
Taanayel Dairy Farm Co. sal (Taanayel Les Fermes)

Oct 2013- March 2017

Assistant Supply Chain Manager

- Preparing, issuing and following up on purchase orders requested by the storekeeper and their delivery in order to avoid shortage.
- Understanding how to forecast production requirements on weekly, monthly and quarterly cycles, based on sales forecast, to purchase all requirements needed (raw and packaging materials & spare parts).
- Processing all orders related to Raw Material and equipment spare parts, and ensure that all shipment documents are accurate (invoice and packing list).
- Constantly monitoring the reception status, updating the files and following up on a daily basis.
- Negotiating and comparing the best quality of Raw, Packing, spare parts, lubricants, consumables, printing services ... from different suppliers for efficient delivery of products.
- Ensuring all purchased products are always of requested quality and quantity with the coordination of the storekeeper, and the Quality Control Manager.
- Prepared and coordinated product returns, ensuring credit is received.
- Issuing invoices for the Export Orders and ensuring the delivery of the order, by communicating with all warehouses to make sure the orders are prepared as required to be shipped.

EDUCATION

Notre Dame University, BA International Business Management

Oct. 2009 – Jun 2013

Brummana High School, Lebanese Baccalaureate

Oct. 2006 – Jun 2009

SKILLS

Proficient Knowledge of Microsoft Dynamics NAV Classics, Power BI, Visual Dolphin, Microsoft Office Applications.

Certificates

Situational Leadership II by the Ken Blanchard Companies
 Inclusion & Diversity

LANGUAGES

Arabic (Proficient), English (Proficient).

References: Upon Request