**Carine Khoury**

Address: Achrafieh, Fassouh Street, Rahal Building, 7th floor

Telephone: 03-604885

Date of Birth: 02-01-1980

Marital Status: Married

**Objective**

Now looking to secure a challenging and rewarding new role within the company, where skills, knowledge and expertise gained throughout previous experience can be transferred across and utilised to best effect for the benefit of your organisation.

**Career Summary**

**Averda
*Procurement Officer***  *2011 – Present**-Create, activate, and modify item codes in the master data for Averda group.
-Create, activate, and modify suppliers in the master data for Averda group.
-Issue purchase orders for the business unit.
-Negotiate terms and agreements with suppliers.
-Follow up of suppliers due payments.* **Averda
*Corporate Administration & Purchasing Officer*** *2009 – 2011**-Assist the admin manager in purchasing items and services for the company.
-Issue and close purchase orders for the business units in oracle.
-Handle other administrative tasks required by the management.* **Averda - Orantia*****Management Assistant*** *2005 – 2008
-Run monthly payroll for Orantia employees.
-Issue invoices for the clients.
-Follow up on clients due payments.
-Issue and close purchase orders for the business units in oracle.
-Issue purchase requisitions for the business units in oracle.*

**Promofair*****Assistant General Manager*** *2002 – 2005
-Organize company’s events.
-Data entry on system.*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Education**

### Saint Joseph University 1998 - 2002Bachelor Degree in Insurance

### Nazareth School 1998Philosophy

**Key IT Skills**

Word, Excel, PowerPoint

**Other Details**

Hobbies: Shopping, Travelling, Swimming

**References are available on request**