



RESUME

OBJECTIVES

“To obtain a responsible and challenging position as an Operations Manager with a progressive company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned”.

PERSONAL INFORMATION

Name: Marless Antoun NOHRA EL TAHAN

Date of birth: 28 July 1984 – Choueir, Lebanon

Marital Status: Married

Nationality: Lebanese

Address: Mazraat Yachouh, El Midan street, Antoine Abboud Bldg., 4th floor, El Metn, Lebanon

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WORK EXPERIENCE

January 2016 - Present

White And More SAL (Carré Blanc, Lebanon)

- Operations Manager:
 1. Human resources management:
 - Performing recruitment operations and training new upcoming staff members;
 - Communicating job expectations, monitoring and evaluating staff performance and preparing appraisal recommendations;
 - Communicating the company policies, rules and regulations;
 - Managing staff operations including schedules and salaries;
 - Providing operational support and guidance to staff members.
 2. Asset management:
 - Supporting in the identification of market requirements, trends and variances;
 - Participating in yearly product conferences in Paris and placing orders for Lebanon;
 - Managing the processes of products ordering, shipping, customs clearing, reception, labeling and dispatching to stores;

- Inventory management and analysis;
 - Developing and implementing product marketing strategies with advertising agencies and through sales promotions;
 - Planning and directing the layouts and designs of stores' displays.
3. Cost management:
- Reviewing financial statements, sales and activity data and supporting in the preparation of budget reports and cost management plans;
 - Reviewing all operational invoices and effecting payments when needed;
 - Pricing of newly received merchandise and making sure it coincides with the company P&L strategy.
4. Other duties:
- Being the primary point of contact in resolving customer experience related problems;
 - Reporting to higher management on the daily operations and the status of the company set objectives and goals;
 - Managing relations with third parties including auditing firms, marketing agencies, logistical services, IT, etc.

January 2005-2015

Korai SARL (Carré Blanc, Lebanon)

- Operations Manager: Same as above.

EDUCATION

2002 – 2005

Centre International des Sciences Techniques. C.I.T, Dora

- Interior design.

1998 – 2001

Institut Mgr Cortbawi Des Sœurs Des Saints Cœurs, Adma

- Patent Technical Architectural Drawings.

1995 – 1997

Institut Mgr Cortbawi Des Sœurs Des Saints Cœurs, Adma

- Professional certificate in general accounting.

LANGUAGES

Fluent in English, French and Arabic, written and spoken.

COMPUTER SKILLS

Microsoft Office, AutoCAD, Brains, FoxPro.

OTHER COMPETENCIES

- Leadership: demonstrated ability to provide leadership and carrying the necessary responsibilities;
- Communication: excellent communications skills, strong interpersonal skills;
- Management: ability to manage a demanding workload in a constantly changing environment; to effectively delegate tasks and to supervise and mentor junior staff;
- Teamwork: excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations;
- Commitment to continuous learning: demonstrated capacity to be innovative and flexible.

INTERESTS AND ACTIVITIES

Music, Reading, Writing, Chess, Extreme Sports & Events Planning.

REFERENCES

Ms. Claudine Khoury

General Manager

EX-Korai SARL (Carré Blanc, Lebanon)

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Mr. Antoine Nader

Accountant

Korai SAL

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Mr. Michel Khoury

General Manager

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Ms. Lama Khoury

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