

RAGHIDA TANNOUS

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Experience

2012 – Oct.2018

PHILIP MORRIS MANAGEMENT

JAL EL DIB, LEBANON

Procurement Supervisor

Reporting to Supply Chain manager Levant, dotted to MD, Ops director, cluster head & managing a team of procurement executives:

- Manage, train and Lead the Procurement organization to achieve the KPIs against agreed annual targets. Continuously develop capabilities and strengthen team spirit.
- Manage Procurement processes and ensure compliance with company policies & practices in accordance with local laws and regulations, orientation and refreshing sessions.
- Review and assess existing policies and make suggestions for changes and improvements when needed. Assess the effectiveness of changes made.
- Key Performance Indicators (KPI's): Reporting, Analysis & Forecasting.
- Work in partnership with all departments to improve collaboration & support different project deliverables.
- Collaboration to cluster initiatives and projects: Mapping, Streamlining, Migration, Payment terms, sourcing process, update procurement Practices.
- Leader & Coordinator of the: Budgeting process for all departments (USD15mio), Productivity /Cost Cutting process, IM&S contribution.
- Manage / review and maintain Procurement yearly budget. Define department strategies and objectives, and execute in alignment with approved budget.
- Manage competitive biddings, sourcing, interviewing and evaluating suppliers (SRM - Capability assessment and financial reviews) to ensure continuity of supply. Negotiation with key suppliers to bring the best value purchases for the company, review customer requirements and make sure they are met.
- Handling Procurement activities for PM distributor: Purchasing, competitive bidding, fleet, warehouse activities etc.
- Attending Supply Chain cluster and global meetings to align on PMI targets and share knowledge and best practices between all regions.
- Supported Internal Controls with regular audits.
- Plan and achieve >3% cost saving for the company, on annual basis.

2006 –2012

PHILIP MORRIS MANAGEMENT

DORA, LEBANON

General Services Supervisor

- Manage PM fleet, Dispose and maintain the fleet as per current policies
- Manage office supplies
- Source and evaluate suppliers
- Legal and Internal Control coordinator for all agreements related to PM Lebanon
- Records Information management (RIM)

2003 – 2006

ETS.FA.KETTANEH SA. PMI division

DORA, LEBANON

Assistant General Manager

- Monitors and review budget for all functions
- Prepare presentations for all business meetings
- Assist in the development of the Business Plan
- Ensure that employees follow the company standards, policies and strategies.
- Evaluate key productivity indicators and implement process improvement initiatives.
- Work with all department heads to ensure optimal productivity of each department.

2001 – 2003 **ETS.FA.KETTANEH SA. PMI division**
Assistant HR & Marketing Managers

DORA, LEBANON

- Assist Marketing Manager in planning and supervising marketing operations, developing marketing plan and budget.
- Recommend creative and cost effective promotional activities.
- Conduct marketing campaigns and trade shows to promote brand awareness.
- Collaborate with Advertising Manager to initiate new consumer promotion campaigns and to develop consumer engagement plans.
- Generate sales and marketing reports to management.
- Maintaining current HR files and databases

Main Projects

- New products Launch events
- Contract Management
- Route to Market Project for Lebanon and Jordan
- Reduced Risk Products (RRP)
- Procurement Migration for transactional activities
- Policies and practices updates
- IM&S activities review with Internal Controls in Jordan
- New horizon: HR portal

5 Awards received from Dubai -2006, Beirut-2014, Poland-2016 and Jordan-2017

Education

Oct.1995 – Jun. 1999 **LEBANESE UNIVERSITY**
BA in Political Sciences

JAL EL DIB, LEBANON

Latest Trainings

- RRP retail Management Bootcamp (Lausanne)
- Fast Forward / Thrive strategy (Lebanon)
- Commercial Approach LA&C LIVE (Amman)
- IM&S Strategies and best practices (Amman)
- IM&S migration project workshop (Poland)
- RTM Bootcamp (Lebanon)
- Brands and Consumers Boot camp (Lebanon)
- Purchasing Practice Drafting (Istanbul)
- Procurement Workshop – Strategic Sourcing (Izmir/ Turkey)
- Presentation & Performance Training (DOOR, Dubai)
- Communication Skills (DOOR, Dubai)
- Problem Solving & Decision Taking (DOOR, Dubai)
- Negotiation Skills (e-training, Lebanon)
- Marketing & Compliance Training (PMI, Lebanon)
- Change Agent Workshop. New Horizon (Paris – Dubai)
- Record Information Management (RIM) workshop (Bratislava)
- Cluster meeting (EEMA south) in different countries twice per year: Turkey, Egypt, Serbia...
- Global meeting for Procurement and Supply Chain (Cesme, Madrid..)

Languages Fluent in Arabic, English, French.