

Mirna Hilbawi

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Personal Data

Date of Birth: May 09, 1974

Nationality: Lebanese

Personal Summary

Dedicated with comprehensive knowledge of the retail industry that is looking for a suitable managerial position with an exciting and ambitious company that offers room for progression. Possessing a track record of achievements and a proven ability to manage suppliers / stores base to reduce lead time and cost where ever possible. Whilst having an active and dynamic approach to work and getting things done efficiently and the ability to maximize sales and profitability through effective management.

Professional Experience

Deputy General Manager

Jan 2018- Aug 2018

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- Budgets management: setting and reviewing budgets (stores budgets, HR budgets & marketing budgets) and managing cost
- Head of procurement
- P&L management
- Managing HR responsibilities
- Analyze, setup, prepare and write all kinds of periodic control reports and analysis needed by the owner :sales , profit, stock level
- Inventory management: overseeing inventory, distribution of goods
- Researching new technologies and alternative methods of efficiency
- Oversee implementation of information technology tools & policies
- Setting up a structure for the company as well procedures and job descriptions per department
- Assigning tasks for a fluent work between departments as well smooth communication
- Supervise the goals of each department and present the reporting to the owner
- Write company rules and regulations and ensure that the team is following these guidelines
- Working on feasibility study for an expansion plan at Europe
- Following up the creation of a private brand as well registration of these brands at Lebanon and Europe as well

STORE DIRECTOR BHV CITYMALL

Nov 2012-Feb 2017

ADMIC, Beirut, Lebanon

- Managing store P&L
- Responsible for setting up the yearly budgets as turnover, margins, , HR budgets, store Capex

- Managing the flag ship store in Lebanon
- Delivering a high standard of customer service
- Responsible for achieving sales targets
- Control of wage budgets
- Comply with company policies and procedures
- Motivate and develop staff
- Ensuring management systems are maintained accurately.
- Stock and materials management, inventory turns, stock takes and stock rotation.

PURCHASING MANAGER

Feb 2010-August 2012

ADMIC Syria

- Initiated screening process to establish proper suppliers base in the Syrian market
- Concluded yearly contracts including rebates and advertising budgets
- Achieved sales and marketing targets
- Prepared yearly marketing plan based
- Created private label brand for the store
- Tracking and reporting key locations to reduce expenses and improve effectiveness
- Maintaining and developing stock holding.
- Ensuring that all purchasing targets agreed with suppliers are met and that all rebate earning potential is achieved.
- Handled the department store management in addition to the existing responsibilities
- Preparing an annual plan in liaison with the management team, to reduce expenditure on a sustainable basis.
- Analyzing stock holding and forecasting demand to leverage best deals with suppliers.

PURCHASING MANAGER

Feb 2008-Feb 2010

ADMIC , Beirut, Lebanon

- Concluded yearly contracts including rebates and advertising budgets
- In charge of the overall commercial activities: in two department stores (BHV),one hypermarket (Geant), five supermarkets (Monoprix) and Galleries Lafayette Dubai
- Responsible for setting up the annual marketing plan
- Prepared annual budget for each outlet
- Negotiated contracts that cover marketing activities, and end of year rebates.
- Created private label brand for the store and initiated exports from China , Hong Kong
- Ensuring that all purchasing targets agreed with suppliers are met and that all rebate earning potential is achieved
- Analyzing stock holding and forecasting demand to leverage best deals with suppliers.

BUYER

March 2004-Jan 2008

ADMIC, Beirut, Lebanon

- In charge of the buying for small electrical appliances and white goods section
- In charge of the overall commercial activities: in two department stores (BHV),one hypermarket (Geant), five supermarkets (Monoprix) and Galleries Lafayette Dubai

- Responsible for setting up the annual marketing plan, and budget for each outlet
- Negotiated contracts that cover marketing activities, and end of year rebates.
- Created private label brand for the store, and initiated exports from China

EXECUTIVE ASSISTANT

Jan 2000-March 2004

ADMIC, Beirut, Lebanon

- Responsible for preparing budgeting, and sales commission templates
- Filtered all contracts made by the purchasing team
- In charge of all travel arrangement of the commercial team

Education

Faculty of Law
Lebanese university of Beirut

1994

Seminars Attended

- Optimization in Negotiation : JMBC partenaires, Bruno Cantini
- Coaching with Success: Casino / Geant training , Jean Pierre Chaussard
- Purchasing Dynamics: Ministry of the economy, Dominique Rosaz
- Work organization: Center Idep Group, Salem Yah
- Canal de communication: Admic, Soula Ward
- Who moved my cheese
- The five personality styles

Exhibitions Visited

- **Hong Kong:** Electronics Fair
- **China:** Canton Fair
- **France:** Maison et Objets
- **France :** who's next
- **France :** salon international de la lingerie
- **Germany :** Ambiente, Hometech, IFA
- **Dubai :** Gitex
- **Turkey :** Zuchex

Computer Skills

Microsoft Office, Microsoft Project, AS400, Gold, Navision

Languages

Arabic, French and English: spoken and written

References available upon request