

Sara Faraj

Beirut - Lebanon

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CAREER HISTORY

Operations Supervisor

2014-Present

Subway MENAP Regional Office – Beirut

- Manage and develop relationships with regional stakeholders.
- Review equipment lists for completeness and compliance with company policy, place and track orders, work to correct freight damage/loss concerns, and work with the field to move restaurants through the construction phase quickly.
- Identify potential vendors and suppliers for upcoming projects.
- Attending regional AOP meetings.
- Prepare reports, tables, and charts that present development results
- Act as a point of contact for Fresh Forward Project in MENAP region for any questions and concerns.

Senior Coordinator

2013 – 2014

- In addition to the coordinator tasks -Providing direction and support to the team in achieving department goals
- Responsible for training the new team members, in addition to attending meetings, conference calls when necessary.

Coordinator

2011-2013

- Research and resolve inquiries including those relating to equipment, vendors, accounting debits/credits, transmission of sales and compliance issues.
- Equipment orders for new, remodelling, or relocating restaurants.
- Follow thoroughly the restaurant statuses (openings, closings, relocations...)

Administrative and Research Assistant

2010-2011

Arab Institute for East and West Studies

- Write grant proposals and research funding sources
- Collect and analyse data
- Prepare for the events of academic lectures and exhibitions

KEY SKILLS AND COMPETENCIES

- Project management
- Supply Chain management
- Research and analyse data
- Ability to interact with a wide variety of cultures
- Highly motivated with positive attitude
- Punctual and reliable

ACADEMIC QUALIFICATIONS

- Project Management Certificate – Uniterra, Dubai (June 2014)
- Haigazian University -Bachelor of Science in Economics (Class of 2010)
- SMOC School (student of the year 2006)

Internship : Banque Du Liban

Volunteering : Children's Cancer Center

References will be available upon request