

Nicole El Hourany Rizk

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Address: Mar Roukoz Dekwaneh, near Emile Lahoud stadium, Mar Roukoz 280 building Level 4 **Date of Birth:** 18/6/1980 Marital status: Married

Objective: To be employed in a challenging position that allows me to employ my education, skills and expertise in a well-respected company, offering career, growth, variety and a sense of accomplishment based on performance.

Strengths:

Excellent communication skills (able to develop a positive relationship with individuals of all ages and backgrounds)
Highly responsible
Dependable
Decision-making
Strong time management and organizational skills
Hard working
Self-motivated
Able to learn new information quickly

Professional Experience:

Jan 6th 2015 – till end of Feb 2020: Supply chain & Logistics Manager – Depeche mode Lebanon
www.depechemode.com.lb / Retail distributor for international brands.

- Negotiate rates with transportation and logistics providers.
- Negotiate with suppliers' contracts which includes shipping and commercial terms and final discounts for each season. Legalize these contracts with lawyer.
- Checking and confirm or cancel the order confirmations sent by supplier and compare them with original Purchase Orders.
- Prepare all Statistic reports by season by brands.
- Prepare the seasonal budget related to each store and brands (sell thru, margin, profit, purchasing, quantity sold and on hand).

- Suppliers' data entry on system (vendor info Card, shipping & commercial conditions, discount, banks info).
- Organize a priority table for payments of deposits. Check statement of the supplier before issuing payment and make sure to send the swift copy once payment is done.
- Follow up with the supplier on defected items or missing items until receiving the credit note from their part.
- Analyze the overheads of each shipment, to be able to price the goods with a proper coefficient(customs, clearance, formalities, freight, and insurance).
- Plan, manage and evaluate logistics operations liaising with internal stakeholders, suppliers, logistics providers, transportation companies and customers.
- Create and implement best practice logistics principles, policies and processes across the organization to improve operational and financial performance.
- Review impact of logistics changes, such as routing, shipping modes, product volumes or carriers and report results to others.
- Resolve problems concerning transportation, logistics systems, imports or exports or customer issues.
- Ensure carrier compliance with company policies or procedures for product transit or delivery.
- Deliver solutions to logistics problems while maintaining high levels of quality and service within budgetary requirements.
- Monitor quality, quantity, delivery times, and transport costs.

2010 – Jan 5th 2015 : Assistant Manager -Baroody Group S.A.L—Mkalles
www.baroodygroup.com /Wholesale &Retail distributor for international brands.

- Assisting the vice president in his daily tasks.
- Correspondence with international companies.
- Setting up orders and follow-up from A to Z.
- Issue Monthly sales analysis and statistic reports.
- Follows/reacts to best sellers for prime positioning and keeps on tracking fast moving and slow-moving items of each brand using the weekly sales figures and density report.
- Taking over the daily tasks if the manager is absent due to some reason.
- Negotiating contracts, ensuring that they balance value and risk.

- Establish and implement departmental policies, goals, objectives, and procedures.
- Creating, managing and analyzing performance data and other information.
- Pricing strategies for each brand.
- Ensuring that capacity and capability are continually planned.
- Ensuring compliance to all Environmental Safety goals & objectives.
- Assisting the Vice president in conducting meetings.
- Liaising with other staff regulatory authorities, suppliers and clients etc .
- Preparing packing lists and invoices for export.
- Arrange insurance for import and export goods.
- Segregation goods at Free zone and taking care of the formalities and clearance in order to import goods or sending them to other countries.
- Check the invoices, packing lists, discounts and make sure that all documents needed are accurate.
- Coordinate with the freight forwarder, organize and control goods to be dispatched.
- Tracking shipment and informing the clearance agent about the arrival date.

2007-2010 Administrative Assistant- Phoenicia Trading Afro-Asia- Beirut.

- Typing documents and distributing memos.
- Supervising the work of office juniors and assigning them duties.
- Handling incoming / outgoing calls, correspondence and filing. Faxing, printing, photocopying, filing and scanning.
- Organizing business travel, itineraries, and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Responsible for purchase orders from A to Z.
- Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office - Setting up and coordinating meetings and conferences.

2005-2006 : French Instructor - Byblos institute- Haret Hreik

2004-2005 : French Instructor- Saint Therese college- New Rawda

2003-2002: French Instructor: Serena Nursery- Mansourieh

2001-2002 Psychologue trainer- Saints-Coeurs Ain Najm

Education:

Bachelor of Art majoring in Psychology 2002

Lebanese University- Faculté des Lettres et Sciences Humaines– Fanar

Lebanese baccalaureate -Philosophy

Saints Coeurs college –Marjeyoun 1997

Language skills & computer knowledge

Fluent in Arabic, French, and English.

Master Pack, MS Office: (Word, Excel, PowerPoint) and pivot tables.

Certified in PhotoshopPS4

Familiarity with Navision software & Visual Big