

Marie Noel Farah

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Professional Summary

Results-driven procurement and retail professional with over 12 years of experience in retail operations and 4 years in procurement, combining frontline customer insight with strategic sourcing expertise. Proven ability to reduce costs, build strong vendor relationships, and optimize procurement processes. Adept at bridging operations and procurement to drive business performance and align purchasing strategies with market trends and customer needs. Seeking a challenging role where I can contribute to operational efficiency and business success.

Professional Experience

Senior Procurement Specialist | ABC SAL – Lebanon | Jan 2023 – Present

- Designed and implemented procurement strategies to enhance efficiency and cost-effectiveness by 15%
- Identified, evaluated, and negotiated with suppliers inside and outside of Lebanon; managed vendor relationships.
- Ensured compliance with company policies and legal regulations.
- Collaborated with internal departments to define product/service specifications.
- Supervised the procurement team, promoting productivity and streamlined processes.
- Tracked and analyzed procurement data and market trends for cost savings opportunities.
- Maintained procurement databases and systems.

Procurement Specialist | ABC SAL – Lebanon | Sep 2021 – Jan 2023

- Handled purchasing of materials and supplies; managed vendor contracts and pricing.
- Maintained accurate purchasing records and ensured product quality compliance.
- Built strong supplier relationships and evaluated performance.
- Collaborated on budget management and price negotiations to ensure cost efficiency.

Assistant-Deputy Floor Manager | ABC SAL – Lebanon | Jun 2017 – Sep 2021

- Oversaw retail operations and ensured service excellence and sales performance.
- Tracked KPIs and sales targets; analyzed business data to suggest improvements.
- Provided coaching and development support to team members.
- Resolved client issues and ensured customer satisfaction.

E-commerce Operations Lead (Ad Hoc Project) | ABC SAL – Lebanon | Apr 2020 – Jul 2020

- Led operations for the launch of the company's new E-commerce department.
- Coordinated across departments: supply chain, marketing, warehouse, and buying teams.
- Managed and trained a rotating team of 20+ staff.
- Handled customer inquiries and resolved complaints promptly.

Sales Associate / Team Leader | ABC SAL – Lebanon | Jul 2009 – Jun 2017

- Delivered excellent customer service and drove floor sales performance.
- Monitored brand KPIs, provided collection feedback, and identified lost opportunities.
- Conducted on-the-job training and supported staff development.

Education

BA in Business Management | Lebanese University | 2017

Lebanese Baccalaureate II – Sociology & Economy | Laure Moghaizel High School | 2009

Core Competencies**Soft Skills:**

- Leadership & Team Management
- Effective Communication
- Adaptability
- Problem Solving
- Negotiation
- Time Management
- Relationship Management
- Decision-Making

Technical Skills:

- Procurement Software & Contract Management
- Cost Analysis & Budgeting
- Microsoft Office Suite
- Sales & Inventory Analysis
- Project Management
- POS Systems
- Oracle
- Reporting & Metrics

Trainings & Certifications

- Conflict Management
- Customer Service Excellence
- Telephone Techniques
- Effective Communication
- Accounting for Non-Accountants (AFNA)

Languages

Arabic: Native

English: Fluent

French: Professional Proficiency