



## **MARYAM KIANIFAR**

maryamkianifar@beykoz.edu.tr

Experienced in Procurement, Sourcing. Skilled in Negotiation, Translation, Coordination and Project Management and follow up.

### **WORK EXPERIENCE**

**NOTE Cosmetique (Altona Cosmetics Technology San ve Tic AS.)**  
October 2010 – Sept 2022  
Istanbul - Turkey

Note Cosmetique is a global beauty brand which was launched with the expertise of international professionals and features a full make-up range over 600 Sku's. Note Cosmetique branded products as one of the first top brands in Turkey are now being exported to more than 85 countries globally.

<https://www.notecosmetique.com/>

#### **Foreign Trading and procurement chef of NOTE Cosmetique**

- Ensure competent quality execution of all regular purchasing duties.
- Maintain complete updated purchasing records/data and pricing in the system
- Execution and monitoring of all regular purchasing duties
- Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.

**IRAN KHODRO Co.**  
Tehran - Iran

August 2000– October 2010

**Foreign Relations Executive**

Iran Khodro is the biggest manufacturer of cars in Iran with over 18000 employees producing different types of cars including Peugeot, and some other national brands. Going on with many different projects at the same time in the Engineering Centre of IK, I was responsible to make the coordination and the follow ups between the project managers in IK Iran and Peugeot France and Korea. Preparation and presentation of the reports, charts and project development charts for the VP of the group.

**EDUCATION**

September 1995 – August 1999 Azad University of Karaj , Iran  
*English Translation, Bachelor (BSc/BA),*

*Certificates:*

*YDS ( Yabancı Dil Seviye Tespit)*

**Windows & Office tools:**

Microsoft Office, word, excel, PowerPoint.

**NATIONALITY :**

Turkish - Iranian

**LANGUAGE :**

Persian – Mother Tongue

English - Advanced

Turkish – Advanced