|  |  |
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| Safia  C/o-Mobile: + 971 503718643  Email: [safia.18925@2freemail.com](mailto:safia.18925@2freemail.com) |  |

Profile & Objective:

Looking to join a progressive organization that supports in offering opportunities for advancement and reaching the highest professional level through sheer sincerity & sharing experience.

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|  | Professional |  | September 07 until May 2010: | | | | | | | | |
|  | experience |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Commercial Coordinator in John Crane MENA - Dubai | | | | | | | | |
|  |  |  | Managing a wide portfolio of clients located in North & West Africa. | | | | | | | | |
|  |  |  | Coordinating day-to-day operations, maintaining client’s database and | | | | | | | | |
|  |  |  | preparing proposals, | | | | | | | | |
|  |  |  | Organizing purchasing from subsidiaries worldwide. | | | | | | | | |
|  |  |  | Managing Order Book (Sales and Margins). | | | | | | | | |
|  |  |  | Responsible for: Contract Creation and Renewals. | | | | | | | | |
|  |  |  | Retain low gap between overall strategy and execution – optimizing the | | | | | | | | |
|  |  |  | performance of business network at top client’s satisfaction. | | | | | | | | |
|  |  |  | Using the latest business management software: SAP | | | | | | | | |
|  |  |  | October 06 until June 2007: | | |  | | | | | |
|  |  |  | Sales and Marketing coordinator in Global Information Technologies - Dubai | | | | | | | | |
|  |  |  | Participating on development of new product. Organizing and coordinating the | | | | | | | | |
|  |  |  | launching of the new product. Liaison with printers and promotion of new | | | | | | | | |
|  |  |  | products as well as liaison with distributors and media. | | | | | | | | |
|  |  |  | October 04 to July 05: | | | | | | | | |
|  |  |  |  |  |  | |  | |  |  |  |
|  |  |  | Sales and Marketing Manager COTRAMAB Casablanca Morocco – Company of | | | | | | | | |
|  |  |  | transport-customers relations, logistics, portfolios. Handling all advertising and | | | | | | | | |
|  |  |  | events. | | | | | | | | |
|  |  |  | September 02 to September 04: | | | | | | | | |
|  |  |  |  |  | | |  | |  |  |  |
|  |  |  | Marketing Executive MAPAF Casablanca Morocco | | | | | | | | |
|  |  |  | Paper factory and offices supplies. Advertising coordinator. Liaisons with | | | | | | | | |
|  |  |  | advertising agencies. Launching of new products and Events organization. | | | | | | | | |
|  |  |  | January 02 to September 02: | | | |  | | | | |
|  |  |  | Volunteer in Brazil for homeless children association helped orphans in | | | | | | | | |
|  |  |  | reinsertion process. | | | | | | | | |
|  |  |  |  |  | | | | |  | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Education |  | September 1998 to December 2001 | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Master of Communication and Public Relation. | | | | | | | | |
|  |  |  | ESICAD - International High School of Commerce and Marketing | | | | | | | | |
|  |  |  | Toulouse-France. | | | | | | | | |
|  |  |  | September 1996 to June 1998 | | | | | | | | |
|  |  |  |  |  | | | | |  | | |
|  |  |  | Diploma Administration Economy and Social (DEUG). | | | | | | | | |
|  |  |  | University of Economics ARSENAL. | | | | | | | | |
|  |  |  | Toulouse-France. | | | | | | | | |
|  |  | **2** | |  |  |  |  |  |  |  |  |
|  |  |  | July 1996 | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Baccalaureate of Science: A French school Casablanca-Morocco.**

September, October & November 2000:

Training Euro RSCG- Paris France: a well reputed Advertising Agency network in Europe.

Training in copy writing department and media relations.

June-July 1999:

Le journal: A Moroccan weekly magazine specialized on politics and social affairs.

July-August 1998:

“Banque Populaire” – Number one Moroccan bank. Training in Marketing department under supervision of Promotions and Advertising manager.

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|  |  | Languages | English: | Fluent spoken & written |
|  |  |  | French: | Fluent spoken & written |
|  |  |  | Arabic: | Fluent spoken |
|  |  |  | Portuguese: | Basic |
|  |  |  |  | |
|  |  |  |  |  |
|  |  | Computer | Operating System: Windows | |
|  |  | Skills | Office: Microsoft Word, Excel & PowerPoint. | |
|  |  |  | Database: Microsoft Access. | |
|  |  |  | Graphics: Free Hand & Corel Draw. | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Personal | Horse riding |  |
|  |  | Interest | Painting |  |
|  |  |  | Traveling |  |
|  |  |  |  |  |

Personal Information:

Nationality: Moroccan.

Birth Date: 19 June, 1976

Gender: Female.

Marital Status: Married.

Other: Valid UAE Driving license

Visa Status: Under Husband Visa