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| ***Area of Interest***  Administrator  Human Resource  ***Strength:***  Adaptability and Flexibility.  Decision making skill.  Team work skill and punctual  ***Skills:***  Fast-Moving Consumer Goods (FMCG) ,Leadership, Human Resources, Administration, Communication, Marketing Event Planning, Building Teamwork, Team Management, Customer Service, Microsoft Office, Negotiation, Project Planning, Retail  ***Linguistic Abilities***  Arabic (Speak+write+read)  English(Speak+write+read)  French ((Speak+write+read)  ***Personal Profile***  Nationality: Lebanese  Year of Birth: 1983 | Description: Description: Description: New_logo  Contact HR Consultant for CV No: 340124  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  **CAREER OBJECTIVE**  My records of professional career history and area of expertise justifies my application to be a valuable employee. All of my experiences are in **Cosmetics**, **FMCG and DRTV call center management** field with globally recognized companies who keep best quality standards and necessitate well experienced professionals to work with them.  **PROFILE SUMMARY**   * Have about 10 years rich and extensive experience in Administration, Operation and HR experience for retail cosmetics shop, promoters and call center with internationally reputed organizations in Dubai. * Attending many conventions related to FMCG and Cosmetics products (Proactiv, Retinol, Cholley….) that took place in USA, Europe, Dubai and other gulf countries. * Competent in planning, assigning, supervising and coordinating with team in performing a wide variety of functions.(100+ employees) * Excellent communicator with negotiation, planning, analytical & problem solving skills. * Excellent Experience in products purchasing of FMCG and cosmetics products for all Gulf Markets, specially KSA and UAE.   **PROFESSIONAL OUTLINE -** *Overall Experience:* ***11Years***  ***CedarWood General Trading, Dubai - UAE***  Designation: **Administration/HR Manager**  Period: **8 Years 7 Months** (July 2008~Present)   * Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities. * Setting and reviewing budgets and managing cost (UAE-KSA-QATAR-KUWAIT-BAHRAIN). * Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. * 8 Years of experience in managing call centre. * Traveling all over the world for purchasing of FMCG and cosmetics products for all Gulf Markets, specially KSA and UAE. * Overseeing inventory, distribution of goods and facility layout. * Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices. * Purchases materials by obtaining requirements; negotiating price, quality, and delivery. * Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results. * Improves program and service quality by devising new applications; updating procedures; evaluating system results with users. * Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analysing variances. * Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs. * Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks. * Contributes to team effort by accomplishing related results as needed.   **ACHIEVMENTS:**   * Increasing the employees from 50 to 200+ and the profit of the company after getting the franchise of new cosmetics products and well-known brands from American market (Proactiv, Retinol, MoodMatcher…) with full management of different departments including hiring and recruiting new employees. * Merging the sales between DRTV and retail shop with the same products to get more sales, and targeting the consumer to buy from shops or delivering the products to his address.   ***Marco Trading and Contracting , Doha - Qatar***  Designation: **Public Relation Manager**  Period: **2 Years** (June 2006~June 2008)   * Develop a marketing communications plan including strategy, goals, budget and tactics. * Develop media relations strategy, seeking high-level placements in print, broadcast and online media. * Leverage existing media relationships and cultivate new contacts within business and industry media. * Manage media inquiries and interview requests * Create content for press releases. * Evaluate opportunities for partnerships, sponsorships and advertising on an on-going basis. * Build relationships with thought leaders to grow industry awareness. * Maintain a keen understanding of industry trends affecting clients and make appropriate recommendations regarding communication strategy surrounding them.   **ACADEMIC BACKGROUND**   |  |  |  |  | | --- | --- | --- | --- | | **Year** | **Level** | **Institute/University** | **%** | | 2002  ~  2006 | 4 Years MBA | Beirut Arab University, Lebanon | 75% | |