



MINERVA NJAIM

Phone: +961 70 220 252

Email: m.noujaim@hotmail.com

Address: Lebanon, Kfarhabab, Zone Verte, V5, B38

WORK EXPERIENCE

Assistant Boutique Manager – Zuhair Murad Fashion House

June 2019- To date

- Assisting in the buying process of each season's collection during Paris Fashion Week
- Providing seasonal reports in terms of top selling and least selling silhouettes/Sell thru/Aging and Replenishment
- Building and monitoring customers' data base and boosting customer engagement and brand loyalty
- Monitoring high standards for boutique appearance and displays of items, visual elements and window
- Providing SWOT analysis for each collection
- Ensuring constant implementation of boutique policies

Style Consultant – Saiid Kobeisy Group

September 2018- May 2019

- Consulting and advising customers regarding styles through maintaining timeless product knowledge
- Managing communication between the Atelier and all high-profile clients and VIP's
- Liaising daily with operations, creative and technical teams to best support client requests
- Conducting and wolfing in "meet the designer" trips in the MENA and Europe
- Performing physical inventory control
- Assessing visual merchandising of the showroom

Customer Service – EDJ Lebanon

January 2017- July 2017

- Dealing with client's concerns related to electricity problems and monitoring the technical team responsible for repairs

Internship- Impact BBDO

July - October 2015

- Working with the client servicing department
- Completing various tasks covering all agency disciplines (strategy, research, and media)
- Handling several projects including creative briefs for Salsa Jeans, PepsiCo, and Dewar's
- Preparing for the promotion of Brave Heart Foundation in the marathon

EDUCATION

MSc in Fashion and Luxury Management- Paris School of Business 09/2017 – 09/2018

B.A in Marketing & Advertising- Notre Dame University-Zouk Mosbeh 2013-Spring 2017
(Dean's List-GPA 3.58)

Antonine Sisters School- Mar Elias Ghazir
Lebanese BAC II- Sociology and Economics section
1999-2013

SKILLS

LANGUAGES:	Arabic- Fluent	
	English- Fluent	
	French- Operational	

SOCIAL SKILLS:	Team Work	
	Adaptation and flexibility	
	Communication with clients	

COMPUTER SKILLS:	Excel	●●●●○
	Word, Power Point	●●●●●
	Adobe Photoshop	●●●○●
	Adobe InDesign	●●●○●

PROFESSIONAL COMPETENCIES:	Dealing with Pressure	
	Adaptable	
	Responsible & Committed	
	Resilient & Persistent behaviour	
	Punctual	
	Organizational capacity	
		Strategic & Analytical view

HOBBIES



Exploring
distant lands



Fashion



Hiking

References:

Mr. Mohamad Kobeisy

Managing Partner at Saiid Kobeisy Fashion House

☎ +961 3 678 811

Mr. Elio Mousallem

Brand Development Manager

☎ +961 70 776 966