










# Najlaa M. Mishlawi

## CURRICULUM VITAE

### Personal Details

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 +961 71 751 036  
 05 Jan 1988  
 Female  
 Single  
 Palestinian  
 Jdeideh

### Education & Academic Activities

 **Lebanese International University "L.I.U"**  
Bachelor in  
Interior Design  
2005-2010  
 **Arab Vocational Institute (AVI)**  
Baccalaureate in  
General Science & Economics  
2004 - 2005

### Languages

**Arabic** Fluent in Reading , Writing  
& Speaking  
**English** Fluent in Reading , Writing  
& Speaking

### Career Objective

Achieving my own career goals by obtaining a challenging position in multi-national or local company where opportunities for learning and scope of rapid growth and development exist. This will provide an opportunity to establish recognizable career in both personal and professional level.

### Professional Experience

#### **EvaPharma Scientific Office**

Country manager assistant

Aug 2018 - Present

- Maintain office services by organizing office operations and procedures / analysing and reporting sales / approving orders / designing reporting files and tracking gifts delivery.
- Plan and develop monthly offers that push the sales and protect the company's profit.
- Assist the marketing team in creating new campaigns for OTC products.
- Manage relationships and negotiate with suppliers to gain the best deals and services.
- Check goods and samples inventories in order to avoid goods expiration.
- Organize company events and conferences.
- Provide the management with all needed reports on daily and monthly basis.

#### **Pandaplast**

Purchasing Manager & Admin Assistant

Sep 2015 - Jul 2018

##### **Purchasing Manager**

- Importing & dealing with foreign suppliers (Europe, Turkey & China)
- Assisting in Exporting to Middle East & Africa
- Plan & prepare materials & products needed for various seasons
- Work closely with marketing team for new offers & Promotions
- Manage categories by setting plans & tactics to achieve the figures targeted
- Negotiate with suppliers to obtain the best possible combination of price, quality & service of items
- Increase the number of products in NPD pipeline (New Product Development)
- Checks inventory & tracks how its used, and adjusts purchasing habits in accord with apparent trends
- Continuously comparison shops & negotiates to make sure the company gets the best possible prices on needed supplies

##### **Admin Assistant**

- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met & work is completed correctly
- Generate memos, emails & reports when appropriate
- Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
- Maintain office supplies by checking inventory and order items
- Answer incoming calls & assume other receptionist duties when needed
- Managing and overseeing events (Art of living, Garden show, Horeca) , including problem-solving, welcoming guests, stand setting, directing event set-up, communicating with staff, and organizing vendors
- Product knowledge training for managers and supervisors.

## Retro-Vintage shop

Owner & Store Manager

Feb 2013 - Sep 2015

- Recruit, train, and supervise retail staff
- Set sales targets, motivate staff to meet those goals
- Lead staff meetings to ensure all associates stay informed
- Manage store budgets, maintain financial records & oversee stock levels
- Handle staff & customer conflicts, complaints & problems
- Prepare various promotional materials & in-store displays
- Formulates pricing policies by reviewing merchandising activities
- Completes store operational requirements by scheduling, assigning employees & following up on work results

## Supercom Trading

Assistant Stock controller & Assistant Buyer

Feb 2010 - Dec 2012

- Manage Stock ( purchase orders, receipt of stock, pricing & control of stock).
- Daily follow up for the margins of the items sold.
- Handle the costing process as well as new items creation. Follow up with the concerned division for all the data that should be adjusted in the system to achieve accurate figures.
- Deal with procedures done on the related system like changing prices & codes of items.
- Deal with executing reports and entering data using the company's system.

## Hakim supply sal

Salesperson

July 2009 - Jan 2010

- Present, promote and sell products
- Establish, develop and maintain positive business and customer relationships
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed upon sales targets and outcomes within schedule
- Writing reports on customer needs, problems, interests, competitive activities, and potential for new products and services.

## Key Skills

- ◆ Typing Skills
- ◆ Attention to detail and problem solving skills
- ◆ Multitasking skills
- ◆ Public Relations
- ◆ Strong communication skills
- ◆ Excellent organizational skills
- ◆ Quick learner (Software, System, Planning)
- ◆ Proficient in MS Office

## Potentials

- ◆ Excellent selling and negotiation skills
- ◆ Built in leadership
- ◆ Business oriented
- ◆ Different up-selling technics
- ◆ Ability to Motivate Others
- ◆ Ability to cope with pressure



## Interests

- ◆ Stand-up Comedy Shows
- ◆ Music
- ◆ Theatre
- ◆ Photography
- ◆ Swimminng

## References

### EvaPharma Scientific Office - Ras El Nabeh

Name : Dr. Elsie Nassar - Country Manager

Mobile : 03 681 264 - 01 - 664 111

### Pandaplast - Bechara El Khoury

Name : Ms. Khadija Kameh - HR Manager

Mobile : 70014048 - 01 - 650 888