



# MAYA YAFI

Project Management | BEIRUT, LEBANON | 00961-71456335

## DETAILS

Beirut, Lebanon  
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DATE OF BIRTH  
24-Apr-87

NATIONALITY  
Lebanese

## SKILLS

Self Motivated  
Strong Leadership Skills  
Time Management Skills  
Excellent Communication Skills  
Adaptability

## HOBBIES

Salsa Dancing,  
Reading, Traveling, Painting

## LANGUAGES

Arabic

English

French

## PROFILE

Having a strong customer service orientation and delivery focus and a active commitment to continuous improvement and quality standards. Excellent communication skills and comfortable working in a fast paced, hands-on, growth orientated work environment.

Currently looking for a managerial position that offers variety and the opportunity to develop both personally and professionally.

## EMPLOYMENT HISTORY

### Project Manager at Matisse Events, Lebanon-Beirut

November 2018 — Present

- Develop Event Concept and Plan. Early in the event planning process, the event project manager's primary duty is to develop an event concept and overall plan
- Select Event Elements and Vendors
- Negotiate Contracts
- Manage Event Logistics
- Maintain Event Budgets
- Collaborate with Clients Before and During Events

### Corporate Sales Manager at Ambiance Entertainment group, Beirut

April 2018 — November 2018

- Hire and Train Sales Team
- Create Sales Pitch and Materials
- Conduct Sales Meetings with Client.
- Keep Track of Communication with Clients
- Plan event from start to finish according to requirements, target audience and objectives
- Come up with suggestions to enhance the event's success
- Prepare budgets and ensure adherence

### Senior Account Manager/Event Manager at Level 5 Holding, Lebanon-Beirut

April 2013 — April 2018

- Work with direct clients and advertising agencies to sell the products
- Evaluate, present and negotiate business opportunities
- Outdoors presentations to companies and organizations
- Visiting Clients continuously for promoting new items or offers
- Achieve or exceed the allocated sales target
- Manage accurate and timely market information related to opportunities, competition, changing trends and feed it back to Sales Director
- Placing Clients orders on the system on a daily basis
- Follow up client's orders and account payments after sale
- In charge of all the events in the holding

### PR & Account Manager at On Time Publishing, Lebanon-Beirut

October 2012 — October 2013

- Identified business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options
- Arranged meetings with potential customers to prospect for new business
- Sold products by establishing contact and developing relationships with prospects; recommending solutions
- Negotiated on price, costs, delivery and specifications with buyers and managers as well as the terms of an agreement and closing sales
- Recorded sales and order information and presented monthly reports to management
- Maintained relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements
- Identified product improvements or new products by remaining current on industry trends, market activities, and competitors
- Represented the Time Out Beirut at trade exhibitions, events and demonstrations

### Restaurant Manager at Saint Elmos English Brasserie, Lebanon-Beirut

September 2011 — October 2012

- Planning, organizing, directing, and coordinating the workers and resources of the restaurant for efficient, well-prepared, and profitable service of food and beverages
- Developing guest-oriented quality, and service action plans to enhance guest satisfaction
- Developing initiatives to build sales, profitability and guest counts. Maintain effective cost controls in support of these initiatives
- Responding to guest comments and criticism in a constructive and positive manner
- Reviewing and monitoring, with financial personnel, expenditures to ensure that they conform to budget limitations
- Working with owners to plan marketing, advertising, and any special functions

### Store Manager at Fawaz Holding-GDM group, C& F Store , Lebanon-Beirut

February 2010 — June 2011

- Managing the sales team
- Controlling and maximizing store sales
- Ensuring timely follow-up to all initiative commitments
- Managing the company initiative within the established scope, schedule, and budget
- In charge of the display of the products
- Follow up on the inventory

### Front Desk Agent at InterContinental Hotels and Resorts-Le Vendome , Lebanon-Beirut

April 2008 — September 2009

- Accommodating resort patrons by registering and assigning rooms to guests, issuing room keys, transmitting
- Receiving messages, keeping records of occupied rooms and guests 'accounts, making and confirming reservations,
- Presenting statements to and collecting payments from departing guests



## EDUCATION

### Bachelor of Science, Hospitality Management , Lebanese American University, Beirut

June 2005 — June 2008

### French Bacculaureate, Literature, and Humanities , Collège Protestant Français, Beirut

September 1985 — April 2005

## COURSES

- Event Management, American University of Beirut  
April 2010 — April 2010
- Salsa Course Certificate, Salga Congress -Cyprys  
April 2009 — October 2009

## EXTRA-CURRICULAR ACTIVITIES

- Owner at Borderless NGO, Beirut  
April 2018 — Present
- Actress at Kalilawa Doumia, Beirut  
November 2005 — December 2005  
Participated in a major LAU production, “Kalilawa Doumia”- Fall 2005

## INTERSHIPS

- Product Promoter at Slendertone, UAE-Dubai  
April 2008 — September 2008
  - Devising, developing and implementing ideas for promotional marketing campaigns
  - Ensuring the smooth running of the promotion campaign and coordinated diverse activities that contributed to it
  - Coordinating sales distribution by establishing sales territories, quotas, and goals
  - Analyzing sales statistics gathered by staff to determine sales potential and inventory requirements and monitoring the preferences of customers
- Catering Assistant at Emirates Air Show, UAE-Dubai  
December 2008 — December 2009
  - Providing a friendly, informative and efficient service to all customers
  - Serving at the food counter efficiently and implemented orders methodically
  - Carrying out temperature control checks. Ensure the clean tidy and organized working environment meeting the appropriate Health and Safety and hygiene requirements
- Cross Training at Mandarin Oriental, Malaysia-Kuala Lumpur  
July 2014 — September 2014

## REFERENCES

- References available upon request