

Mobile: +961 3 297457
Email: nayrou@hotmail.com
Date of birth: September 5th 1965
Marital status: Single
Residence Baabdat – Lebanon

KEY SKILLS:

- Comprehensive experience in independent administration management
- Thorough organization skills put to practice in several large events.
- Considerable level of negotiation skills

EMPLOYMENT HISTORY:

January 1996 - Present Modern Industrial Group - Mansourieh – Lebanon

PARTNER / ADMINISTRATION MANAGER

Initial Company Set –Up
Personnel and Human Resources Management
Banking Transactions
Liaison between the clients and suppliers
Orders follow up, Logistics.
Stock Management
Events Management and Participating in Exhibitions Locally and Abroad.

May 1994 – December 1995 Michel Chalhoub Trading Co. - Dubai – UAE

SALES COORDINATOR – TABLEWARE DIVISION

Customer Support
Correspondence with suppliers in Europe like (Christofle, Baccarat, Daum, Sèvres, Lladro, Porthault, Point a La Ligne etc) regarding Order placement and Shipments Follow up

April 1985 – December 1993 Emirates Computer - Dubai – UAE

MARKETING & COMMUNICATION COORDINATOR

NB: Received Emirates Computers Outstanding Work Award for two consecutive years (1991 and 1992)

Participation in marketing meetings and follow up on action plans.
Coordination of advertising campaigns with advertising agencies.
Organization of product seminars and distributors meetings
Organization of the company's yearly participation in GITEX Exhibition
Visit plans of VIP guests
Organization of annual management and employee meetings.

FREELANCING: Occasional Translation Freelancing Projects (English and Arabic)

EDUCATION: *1984 - College Des Soeurs Du Rosaire
Baccalaureat 2nd Part – Philosophy*

QUALIFICATIONS: *1988 - International Correspondence Schools –Pennsylvania USA
Diploma – Computer Programming*

Completed courses and Attended Seminars in:

Advanced Word Processing	Emirates Computers – July 1985
PC System Utilities	Emirates Computers – June 1989
Lotus 123	Emirates Computers – September 1989
English for Business	British Council UAE - October 1991
Advertising for Results	Dubai World Trade Centre - September 1993
Tools for Success	Vivadent Switzerland – March 2000
Documentary Credit	Beirut Chamber of Commerce – July 2003
Prevention and Treatment of Clients Unpaid Invoices	Beirut Chamber of Commerce – November 2003
Social Etiquette	The Agenda Beirut - September 2016
The Power of Body Language	The Agenda Beirut – November 2016
Start Ups & Entrepreneurship	The Agenda Beirut – December 2016
Protocol and Diplomacy	The Agenda Beirut – February 2017
Startup and Entrepreneurship	Rektor Education – September 2020

COMPUTER SKILLS: Microsoft Office

LANGUAGES: Arabic, English, French.