

ABIR WATFA – CV

Lebanon | 71 936 920 | abir.watfa74@gmail.com

Professional Profile

Organized and reliable professional with over 15 years of experience in client-facing operations, coordination, and brand representation. Strong background in managing daily operations, supporting store openings, coordinating teams, and ensuring a professional public image. Well suited for roles in events, media support, communications, and field-based positions requiring flexibility and occasional travel.

Core Skills

- Event & Activity Coordination
- Brand Representation & Public Interaction
- Client & Stakeholder Communication
- Logistics, Scheduling & Follow-up
- Team Coordination & Briefing
- Multilingual Communication (Arabic, French, English)

Professional Experience

Clinic Manager – Dental Clinic | Lebanon (Jan 2025 – Present)

Coordinate daily clinic operations with high volumes of visitors, ensuring organized scheduling and smooth service flow. Serve as the main point of contact between patients, medical staff, and external partners. Handle documentation, reporting, and administrative follow-up while maintaining a professional and welcoming environment.

Store Operations Support – New Store Opening | Urban Home, Lebanon (Mar 2024 – May 2024)

Supported the preparation and opening of a new showroom by assisting with daily operations, merchandise organization, and space readiness. Helped organize displays and ensured the showroom was presentable and ready for customer visits. Assisted in coordinating staff schedules during the opening period. Ensured brand presentation standards were respected during the launch phase.

Branch Manager – Skaaf Group, Dbayeh (May 2023 – Jan 2025)

Managed daily showroom operations and coordinated client visits in a professional, brand-focused environment. Worked closely with designers, hotels, and corporate clients. Prepared quotations, proposals, and follow-up documentation while supervising sales staff.

Showroom Manager – Etoffes et Maison (2011 – 2016)

Oversaw showroom presentation, client consultations, and coordination of installations. Maintained organized documentation and supported project execution timelines.

Sales Representative – Linea Verde (2007 – 2011)

Presented products to clients and supported sales through professional guidance and follow-up.

Education

High School Diploma

Languages

Arabic (Native) | French (Fluent) | English (Fluent)