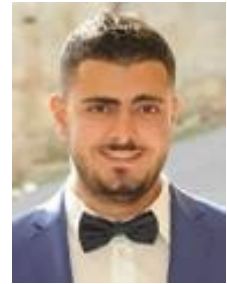


Nawaf Malaeb

Mobile: +96171411848

Email: Nawaf.malaeb@icloud.com



Career Summary and skills

Business development, Sales & Operations with 5+ years of work experience. Ethical, passionate, productive and professional. Self-motivated, results-driven Possessing excellent decision-making, market research, administration, and communication skills.

Creative writing, presentation skills, social media, Microsoft office applications.

Martial artist Actively competing in 3 disciplines.

Recreational reader with 100+ books on shelf.

Career Progression

March2024-Present

CityBlu

Beirut, Lebanon

Business Development Executive

- Creating client database and Handling Accounts.
- Creating and monitoring Driver Route sheets.
- Preparing monthly Reports (Expenses-profits-targets).
- Analyzing data to track process and Identify trends
- Leading Paperwork, Record keeping.
- Ensuring Operational compliance with law and governmental guidelines.
- Reporting to management for strategic decision making
- Handling day to day Operational Procedures.

Sep2021-Jan2024

Merlin Entertainments

LEGOLAND Dubai Parks and Resorts, United Arab Emirates

Attraction-Operation Supervisor

- Working under and applying **Merlin entertainments** operating procedures.
- Leading the team and assigning the duties
- Controlling the correspondence
- Training, assessing and locating staff on specific attractions and rides.
- Monitoring inspection documents and safety checklists.
- Preparing daily and weekly schedules.
- Preparing and conducting daily briefings to ensure proper operation.
- Handling guest complains and demands on spot.

- Proper Planning and scheduling
- Employee engagement and communication
- Performance appraisal KPI (Key Performance Appraisal)
- Maintaining Training and development Programs
- Executing Rewarding programs
- Participating in Health and Safety programs

Sep2018–July2021

Malik's Bookshop

Books Stationary Customized gifts and Copy center

Sales executive

- Managing sales
- Demonstrating and explaining products and services to clients
- Managing Sales Quotations and purchase orders
- Monitoring inventory
- Enhancing Display visibility
- Achieving Sales target

Skills

- Microsoft Office Applications
- AI Applications
- Creative writing

Education

Bachelor Degree in Business Administration

2014 - 2018

University Of Balamand – Lebanon



Freshman

2013 - 2014

University (NDU) - Lebanon



High school

2011 - 2012

Global Academy International - Qatar



Personal Details

Date of Birth : November 22nd 1994

Gender : Male

Marital Status : Single

UAE / Lebanese Driving license holder

