

MAGALY SAHIH

Coordinator / Management Support

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Professional Summary

Results-driven Coordinator/Management Support with experience in pharmacy, events, retail, and wholesale operations across Lebanon, Saudi Arabia, and UAE. Skilled in project management, team leadership, and client/vendor relations. PMP-certified with strong background in visual merchandising, styling, and marketing. Fluent in English, Arabic, and French.

Professional Experience

Pharmacy Assistant / Management Support | Lebanon | 09/2025 – Present

- Assisted pharmacists with dispensing, prescription processing, and patient support.
- Handled CNSS documentation, medical insurance claims, and reimbursement procedures.
- Supported pharmacy management through inventory control, supplier coordination, staff scheduling, and ensured compliance with pharmacy regulations.

Coordinator / Event Planner freelancer – Greek Festival / MJO Festival Projects | Lebanon | 08/2025 – Present

- Managed festival logistics, vendor coordination, and sponsorships.
- Led social media campaigns and marketing initiatives.
- Oversaw event setup and cultural presentations.

Hostess Supervisor – Villa Fayrouz Jeddah | Saudi Arabia | 06/2024 – 06/2025

- Directed front desk operations and team performance.
- Managed reservations, seating flow, and guest experience.
- Trained staff and upheld service standards.

Events Styling BOH and Supervising – Arts & Melon Entertainment | Saudi Arabia | 11/23 – 02/24

Events Styling/ Management Support and Supervising / Social Media Marketing – Artists and More Entertainment | Lebanon | 02/2023 – 03/2024

- Coordinated large-scale events, supervising artists, schedules, and backstage logistics.
- Built sponsor partnerships and managed contracts.
- Controlled event timelines, logistics, and vendor communications.

Wholesale Operations Coordinator – MikeSport | Lebanon | 05/2023 – 01/2024

- Oversaw end-to-end wholesale order processes, ensuring on-time delivery.
- Streamlined data across departments with centralized systems.
- Coordinated with logistics and commercial departments to improve efficiency.

Buyer & Visual Merchandiser – MikeSport | Lebanon | 02/2022 – 05/2023

- Managed 100+ international brands and pricing strategies.
- Designed window displays and visual merchandising concepts.
- Supported marketing campaigns and sales analytics.

Public Relations – Touch Agency | Dubai, UAE | 01/2021 – 01/2022

- Supported PR campaigns for high-profile celebrities and brands.

Team Leader / Sales / CSR Roles and Marketing | Lebanon | 2019 – 2021

- Led sales teams at Aldo & Vero Moda, trained staff, and improved customer service.
- Handled social media marketing and CSR activations at Artists & More Entertainment.

Education

- BA in Business Studies (Marketing) – Arab Open University | Second Class Honors
- BA in Fashion Design – American University of Science & Technology

Certifications

- PMP – Project Management Institute
- Event Planning & Management – BAU
- Marketing Strategy – Grow Media Agency
- Google Analytics Certified | SEO Foundations – LinkedIn Learning
- Women Entrepreneurs -Linda Chaccour

Skills

Leadership | Event Coordination | Wholesale Operations | Visual Merchandising | Styling | Negotiation | Customer Service | MS Office | Excel | Digital Marketing | Adobe Photoshop/Illustrator | Asana | Navision

Languages

- Arabic: Native.

- English: Proficient
- French: Proficient
- Sign Language: Beginner
- Spanish: Beginner