



SALAH NAIM

Date of Birth: 20th, April 1977.
Address: Ajman, UAE
Nationality: LEBANESE. Marital Status: Married
Visa Status: Residence visa.
Driving License: UAE applicable
Mobile No: +971561891451
Email Address: salah1977@hotmail.com

Personal Profile and Career Objective:

Over twenty five years' experience in Public Relation Senior Project Manager with more than 20 years of experience in various commercial and government projects, villas, corporate offices, hotel resorts, chalets and entertainment centers Marketing, Merchandising, Visual Merchandising, Inventory control, Audit, Store Locations, Designing, Sourcing, Staff Training, HR, Customer Services, Business Development, Manufacturing, Production, Planning, Branding, Consultancy, I am able to function as a competent asset where my knowledge and skills are utilized to the optimum necessary for the company. With the ability and mindset to adapt various circumstances, I have consistently met and targets in order to achieve business needs. I am highly motivated and flexible with drive and determination, who can manage to work solely or within a team, to achieve and excel business demands in today's challenging environment. I am confident and organized person. I have the ability to drive my best in any situation, in order to achieve both the company's aim and mine.

Education:

Sep.2002 **LEBANESE UNIVERSITY (BEIRUT, LEBANON)**

Bachelor Degree in Social Development.

Sep.2006 **NGEN TELECOM CENTER (BEIRUT, LEBANON)**

Telecommunication Diploma.

Oct.2007 **LEBANESE UNIVERSITY (BEIRUT, LEBANON)**

Teaching Diploma in Social Development

PROFESSIONAL WORK EXPERIENCE:

Jan. 2007 – Present

**Senior Executive Manager
METLIFE ALICO.**



Beirut Lebanon.

Duties & Responsibilities:

- Meeting the client's needs and undertaking projects from concept to completion
- Work under tremendous work pressure and met with dead-lines with ease and efficiency.
- Completes operational requirements by scheduling and assigning desirers; following up on work results.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Maintains staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Ensures availability of merchandise and services by approving contracts; maintaining inventories.
- Formulates pricing policies by reviewing merchandising activities; determining additional needed; studying trends.
- Markets merchandise by studying advertising, and display plans; analyzing operating and financial statements for profitability ratios.
- Secures merchandise by implementing security systems and measures.
- Protects employees and customers by providing a safe and clean environment.
- Maintains the stability and reputation by complying with legal requirements.
- Determines marketing strategy changes by reviewing operating and financial statements and departmental sales records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains operations by initiating, coordinating, and enforcing program, operational, and personal policies and procedures.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications: Project department, Tracking Budget Expenses, Pricing, Vendor Relationships, Market Knowledge, Staffing, Results Driven, Strategic Planning, Management Proficiency, Client Relationships, Verbal Communication

Feb. 2007 - Present

Area Manager
SARICO ROAD MARKING CO. LLC



- In-charge of maintaining good sale _gores in the local market.
- Provide excellent communication inside and outside the company in order to achieve the best results in the industry.
- Implemented and guided the in-store promotion plan
- Responsible for reviewing all display prior to the promotion date in order to maximize sales and increase revenue.
- Responsible for work schedules
- Supervise in store movement of items between storeroom and the sales.
- Maintain excellent record on sales turn over from one week to another
- Estimate the patients financial responsibly after verifying their benefits
- Undated and re-bullied all the unpaid claims to insurance plan via computer and system or mail
- Create excel spreadsheets to record and track Medicare members eligibility

Duties & Responsibilities:

FAIRS & EXHIBITONS ATTENDED:

- 1. BEIRUT MEDCARE FAIR – LEBANON**
- 2. VELANCIA MEDSHOW SHOW FAIR – SPAIN**
- 3. INTERNATIONAL MCO MEDERAINNAIN MEDCARE – LEBANON**
- 4. ISTANBUL INSURACE MED FAIR – ISTANBUL TURKEY**

ADDITIONAL SKILLS:

COMPUTER SKILLS

Highly competent in software's (MS. Office, Photoshop)

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LANGUAGES SPOKEN

Arabic: Fluent in conversations and writing.

English: Fluent in conversations and writing.

I certify that the above given information is true and correct up to the best of my knowledge.
Respectfully yours,

SALAH NAIM