**Amina CHOURAR,LIVING IN UAE**



**Sales Manager/Personal Assistant / Business Development / Training.**

**PERSONAL DETAILS.**

 • Nationality: Algerian

• Marital Status: Married

• Mobile Number: +971556987525

• Email Address: Amina.chourar1@gmail.com

**EDUCATION**

• Management Specialty Finance, Bachelor- Sep 2003 to Oct 2010

• English, Bachelor (BSc/BA), GPA civilization - Sep 2005 to Jun 2011

• Fluent: Arabic, French, English, Italian,

• In Progress: Portuguese

**AREAS OF EXPERTISE**

• Teaching and training

• Sales & Marketing

• Business Development

• Administration

**HIGHLIGHTS**

• Languages fluency / Training staff to New skills

• Business Development / Building Relationships with Line Managers / Customers

• Team Management

• Negotiations

**EXPERIENCES**

**Aug 2019- till now. Meeting Point Travelling LLC – Dubai**

 **Hotel/Airport Representative**

• Holding welcome meeting with clients. Dealing with the country's roles and regulation, places to visit.

• Informing and Explaining the holiday package to the clients.

**.** Resolving conflicts with hotels.

**.** Organizing and Leading Excursions and entertainment, liaisons with the excursion team.

**.** Referent complaints and problems to Senior Management.

**.** Writing reports.

**.** Providing support when clients experience difficulties such as health problems, flight change, or transportation issues.

**Dec 2018- June 2019 Pierre Marcolini LLC – Dubai**

 **Senior Sales**

• Assistant the Manager is everybody work delivery, In charge of the Shop opening and closing.

• Reporting on system, emails to the Managing team.

 • Ensuring that the Shop is always well delivered in items to work properly

**Dec 2017 – Dec 2018 EMAAR – Dubai**

 **Sales Assistant**

• Intensive training on Mall's standards and procedures.

• Pre-opening of Italian restaurant within Dubai Mall Fashion Avenue New Extension.

• Contributing to build New Customers portfolio.

 **May – June 2017 Timberwolf LLC – Dubai**

 **Sales Executive**

• Identified business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.

• Maintained relationships with clients by providing support, information, and guidance.

 Contributed to team effort by accomplishing related results as needed

**Apr 2015 – March 2017 Marriott +Starwood, SCP – Algiers**

**Sales Manager**

• Responsible for developing sales targets and strategies with the help of the sales team, and then overseeing that these targets are met.

• Keep management informed by submitting daily activity reports.

• General administration tasks as required.

**Jun 2013– Apr 2015 STARWOOD, Sheraton Club des Pins - Algiers**

**Executive Assistant to Top Management**

• Generate standards memos, emails and reports when appropriate

Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.

• Maintain electronic and hard copy filing system

• Open, sort and distribute incoming correspondence

• Perform data entry and scanned documents

**Apr 2011– Jan 2013 IPROMAT – Algiers**

**Commercial Executive**

• Maximize income generation for the company, and achieved sales targets.

• Coordinate all aspects of the sales process from initial enquiry/RFP through to closing of the opportunity.

• Generate project/business opportunities to meet company’s business plans and growth strategies.

• Drive the development and implementation of the sales and marketing strategy.

• Ensure that all marketing materials, documents and correspondence are updated and adhered to the corporate image.

• Propose building materials to construction companies

**From 2011 – 2013 Private School/ Free Lance**

 **English/French professor**

**Dec 2010- Jan2011 South Korean Embassy - Algiers**

 **Temporary Administrative Assistant**