

Mai Tabbal

Mai is a highly equipped, resilient, reliable person with more than an overall 10 years of experience, performing a variety of, Administration Management, assistant, marketing, teaching, and secretary, in multi-national companies.



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 Nationality: Syrian

 Date of Birth: 18 July 1987

 Residency: UAE

WORK HISTORY

Business Development Executive

AlQannati BKC (Intergrande BKC Labor Supply) - UAE

April. 2023 to Present

- Develop and execute strategic plans to achieve sales targets.
- Protect and widen profit margins by ensuring that sales volumes remain high and that prices are set at a sufficient level to broaden profits.
- Expands company's customer base and ensure strong, long-lasting customer relationships.
- Partner with customers to understand their business needs and objectives
- Devising and implementing the company's sales strategy based on the client's needs.
- Map potential customers and generate new leads for the organization.
- - Implementing a variety of new business initiatives to drive sales.
- Achieve sales and revenue targets for the company.
- Implement and maintain best practice in sales techniques and ensure best practices are being followed throughout the sales department.
- Implement and maintain an effective sales pipeline and lead tracking process.
- Ensure all sales enquiries are being attended/responded on daily basis.
- Ensure all required documentations are being completed for every sales order prior to mobilizing employees.

Math Teacher

Jeel Al-Nada International School, Jeddah - KSA

Aug. 2019 to Apr 2020

- Established positive, professional relationships with students, supporting academic and personal growth.
- Consistently acted as a positive role model for school behavioral values and principles.

SKILLS

- Team leadership
- Advertising and marketing
- Social media marketing
- Customer Service
- Microsoft Office

EDUCATION

July 2009

Bachelor's Degree English Literature

Saba University, Jeddah, , KSA

GPA: 75,

LANGUAGES

Arabic:

Native language

English:

Fluent

- Set appropriate learning challenges for homework and assessments, providing constructive feedback upon marking to strengthen students' learning abilities.
- Maintained positive learning environments through outstanding classroom and behavior management.
- Taught practical mathematical reasoning and theory, promoting day-to-day subject usability.
- Inspired academic success based on belief that all students can achieve excellence, regardless of background.
- Helped students develop important learning skills and good study useful habits.

Homeroom Teacher (Grade 4)

Al-Kawthar International School, Jeddah -KSA

Sep 2018- Apr 2019

- Stayed abreast of changes to school and district policies as well as new trends in education by attending professional development courses and in-service training sessions.
- Maintained high levels of classroom efficiencies by keeping good time and making forward plans for all subjects.
- Created a welcoming, positive classroom environment that encouraged children to express their opinions, thoughts and feelings.
- Collaborated with administrators on classroom policies, management strategies and discipline.
- Used behavior modelling and specialised teaching techniques to share and reinforce social skills.

Math and Science Teacher (Grade 2),

Majestic School, Jeddah-KSA

Sep 2016 to Apr 2017

- Taught academic scientific concepts, clearly explaining modern uses and implications to make curriculum relevant to everyday life.
- Created comprehensive, engaging resources in line with programmes of study, building scientific understanding and confidence.
- Developed inquisitive students, teaching varied processes and methods of discovery to inspire further scientific enquiry.
- Maintained classroom discipline and a safe working environment, following school guidelines relating to welfare, health and safety of students at all times.

Teaching Assistant

Imperial International School, Jeddah - KSA

Sep 2014 to Apr 2016

- Assisted with marking assessments, reporting feedback to students and parents to maintain consistent improvement.
- Acted as a superb role model, consistently promoting values and behaviors important to the school.

- Utilized skills in behavior management to aid positive, productive classroom environments for optimal learning conditions.
- Used behavior modelling and specialised teaching techniques to share and reinforce social skills.
- Supported student learning objectives through personalized and small group assistance to support classroom instruction.
- Retained interest and maximized receptive learning by educating students utilizing hands-on instructional techniques.
- Organized classroom materials to help teachers prepare for daily instruction and activities.

Administration Assistant

Al-Tababah Medical Center, Jeddah -KSA

Aug 2010 to Sep 2012

- Assisting doctors and patients to communicate through translation from English to Arabic vice versa.
- Receiving and distributing messages from telephone/email as appropriate, talking clear messages and passing these promptly to the appropriate employee in the center.
- Providing reception duties on behalf of the team, which involved providing face-to-face contact for visitors in a responsive and courteous manner and setting appointments for the visitors in coordinating with the doctors.
- Providing efficient data entry into the local team information systems as required.
- Marketing the services provided in the center and providing advices and all the needed information to the patients.
- Selling cosmetics those available in the center.
- Receiving payments from customers and issuing their invoices.
- Calculating total payment received during the day and preparing daily statement of account to hand it over to accountant department.
- Assisting the division manager in all paper works such as typing and distributing instructions, preparing new brochures and sending emails....etc.

Secretary and Receptionist

Star Care Medical Center, Jeddah -KSA

Dec 2009 to Jun 2010

- Handling all insurance issue in coordinating with insurance companies.
- Opening new files for the first-time patients.
- Supervising the cleaning of the patient's rooms.
- Assisting patients and taking care of all their needs.
- Getting the patient's medical report from the doctors and hand it over to the concerned patient.

- Preparing patient's invoices and collecting the money to hand it over to accountant department.
- Assisting the manager in reviewing employment application and filtering the CVs.