LOUBNA HAJJI

DOHA – QATAR (NOC available)



Mob. : +974 - 66340333
Email : hajjiloubna916@gmail.com
Date of birth : Sep. 13, 1982
Nationality : Moroccan
Gender : Female

OBJECTIVES

Seeking a challenging position in a progressive organization that satisfies my potentials & offers opportunities for an advanced promising career by effectively utilizing and improving my practical skills within a dynamic work group.

SUMMARY OF QUALIFICATIONS

Have more than 10 years of experience in admin and sales domain,
Currently, undertaking the role of **Assistant Manager** in Qatar, and has overall responsibility for managing the daily operations tasks.

LANGUAGS

Arabic (Mother Tongue)
English (Excellent)

SOFWARES

MS Office
Operating systems
Omega

EDUCATION

B.Sc. Business Administration – 2005
Faculty of Economy
Ibn Rushd University – Libya

WORK EXPERIENCE

ASSISTANT MANAGER AT TOUQ AL-YASMINE RESTAURANT

DOHA – QATAR 2021 – PRESENT

- Supervise all the waitress and their daily operations.
- Responsible for purchasing orders for all required materials; food, packing…etc.
- Responsible for the restaurant accounting on a daily basis.
- Managing the external orders through different applications like Talabat, Snoono...etc.
- Responsible for arranging and coordination for all external events.
- Follow-up for the Client's feedback and manage any complains/comments may be raised.
- Reporting to the General Manager.

OFFICE COORDINATOR AT UNIVERSAL SATCOM (SATELLITE PHONES)

DUBAI - UAE 2014 - 2018

- Follow office workflow procedures to ensure maximum efficiency.
- Greet and assist visitors when they arrive at the office.
- Monitor office expenditures and handle all office contracts (rent, service etc.).
- Perform basic bookkeeping activities and update the accounting system.
- Deal with customer complaints or issues.
- Provides for smooth day-to-day flow of communications within the office.
- Deal with the customs to finalize the procedures and documents to be ready for pick-up by the company team.
- Follow-up after sales cases.

BROKER AT DAMAC (REAL ESTATE)

DUBAI – UAE 2011 – 2012

- Handle and follow-up the process of renting and/or selling new and old units owned by the Company.
- Working on achieving the monthly target through the work team.
- Attending the regular sales team meetings.
- Finalizing the contracts, payments and any required documents between the Tenant/new Owner and the Company to close out the deal.
- Helping buyers locate properties within their desired geographical area, price range and other criteria.

SALES AT COCOON TREND (FASHION STORE) - DUBAI MALL

DUBAI – UAE 2008 - 2011

- Handle client inquiries and suggestions to ensure consistent service quality and ensure return business.
- Assist marketing and promotion teams in setting up store displays and the new models and ensure that specific information regarding each new product or product range is acquired.
- Monitor shelves inventory and replenish shelves as and when required, by paying special attention to display criteria such as product popularity and marketing rules.
- Proactively seek out customers through marketing initiatives and inform them about products and services specific to their interests and requirements.
- Submit the daily sales & cash reports.
- Maintain a clean and orderly environment in the store.

PERSONAL SKILLS

- Enviable ability to multitask, remain calm and professional under stress.
- Exceptional ability to maintain a positive attitude, handle conflict and confrontation.
- Ability to adaptable easily and learn quickly.
- Ability to work as part of a team.
- Self-directed and proactive work well with other employees.
- Strong ability to solve problems - identify and find solutions.

REFERNCES *Available upon request.*



جامعة ابن رشد للعلوم الإنسانية والتطبيقية

إفـــــادة تخـــــرج

بعد الإطلاع على النتائج النهائية لكلية الاقتصاد بجامعة ابن رشد للعام الجامعي 2004/ 2005 ف نفيدكم بأن الطالبة / لـــــويزة أبـــــوعزة حـــــاجي ، المسجلة تحت رقم قيد 2086 الجنسية مغربية قد تحصلت على الإجازة المتخصصة البكالوريوس في إدارة أعمال بتقدير عام جيد جداً وبمعدل 78.10% وذلك بنهاية فصل الخريف 2005 ف

أعطيت لها هذه الإفادة بناء على طلبها لاستعمالها فيما لايتعارض مع القانون

ملاحظة : أي كشط أو تغير يلغي هذه الوثيقة

العنوان : مدرسة البيروني- غوط الشعال – طرابلس – ليبيا هاتف : 4837794

Thank you ...