Contact Information

Email Address:

norma.bazz@gmail.com

Address:

Aramoun, Aley District

Mobile:

+961 71 71 00 48

**Skills:**

\*Good communication Skills

\* Leadership

\* Conflict resolution

\* Client database Management

\* Customer service

\* Procurement

\* Logistics

\* Supply Chain Coordinating

 180⁰

Retail Women’s Fashion Store

Qabreshmoun- Aley

December 2012

December 2018

**Norma N. Baz**

As a lover of travel and adventure, I backed up my passion by studying TICKETING at CIT, where I graduated in June 2019. And now am looking forward to start working in this domain. Knowing that I have a total of 20 years of experience in Administration Field, 7 years of them as Supply Chain Coordinator & Logistic officer.

**Experience:**

 STORE MANAGER

* Purchase Management
* Sales Management
* Storing & Inventory Management
* Crisis Management
* Display Management & planning Merchandising
* Assessing the performance, solving customer issues, allocating resources, assigning work, recruiting employees
* Executed the annual marketing activities including new brand & new collection launching
* Media planning
* Consumer preference research

 EXECUTIVE ASSISTANT

* Customer service
* Participating in showroom sales development by recommending strategies to increase the volume of showroom traffic
* Crisis management
* Media planning
* Coordinating with main distributors for suitable collection for territory marketing

JS for CERAMIC TILES & SANITARY WARE RETAIL

Aley, Lebanon

January 2009

October 2012

 UNIVERSE

Structured Cabling & Network Accessories Distribution

Cairo, Egypt

August 2007

September 2008

ASSAF LTD. COMPANY- NANCY- s.a.r.l

Ladies fashion accessories & handbags (Retail/wholesale)

Hamra, Beirut

January 2000

June 2007

Experience:

 OFFICE MANAGER/ CEO EXECUTIVE ASSISTANT

* Insured smooth performance of the office operation
* Distributing assignments of admin tasks to the concerned teams
* Responsible for internal communications & communications with clients
* Product sourcing, and qualifying suppliers
* Arrange tender documentations for IT mega projects
* Organizing exhibition participation “CAIRO ICT 2008” (buying space, booth design & invitation)
* Organizing for international exhibition visits CIBET

 LOGISTIC & PROCUREMENT OFFICER/ SUPPLY CHAIN COORDINATOR

* Handling the operation of two offices in China (GUANGZHU & YIWU)for sourcing & procurement
* Direct the process which includes the planning of procurement, production, inventory control, logistics & distribution
* Communicating my objectives to the key personnel in procurement, logistics & distribution to secure the success of arriving and delivering the merchandise in time
* Promote the China Offices Services to the wholesalers in Middle East
* Sourcing Suppliers through international exhibition attendance (AFJA & IFJA) and establishing long term business relationship
* Participating as exhibitors in IFJA – DUBAI
* Managing for own brand & Private labels
* Developing marketing plans for Lebanon & Dubai branches
* Handling coordination with advertising & PR agencies and insuring the satisfactory execution for their contracts with the company

 WALID ABU KHEIR FOR AUDITING

BAKAATA, LEBANON

August 1998

April 1999

AL MANHAL CANADIAN SCHOOL

Abu Dhabi- UAE

August 1994

June 1995

Experience:

 ADMINISTRATION ASSISTANT/ BOOK KEEPER

* Computer data entry
* Accounting transactions
* Filing
* Operating on Silicon Accounting Program

 JUNIOR ADMINISTRATION REGISTRAR

* Registration of new students
* Coordinating internal correspondences
* Computer operation & data base gathering

**EDUCATION:**

Baakline Official High School: High School Certificate/ Philosophical Section graduated 1993

CIT 2019: Travel & Tourism (**TICKETING**) C.S.T. (**Technological Studies Diploma)**

**LANGUAGES:**

ARABIC: Native Language

ENGLISH: Very good (Speaking & writing)

ITALIAN: Beginner

**GDS PROGRAMS: AMADEUS – GALILEO**