



## Salem Omer Salem

31 years old/single - Jeddah  
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Experienced in working at the senior executive level and serving as "the face" of the corporation for both internal and external contacts . Depth knowledge of office management and basic accounting procedures .

I Have skills in managing the day-to-day activities of multiple senior managers, including calendar management, travel planning and booking, conference planning, and tracking action items to completion. Able to act independently, using experience to exercise judgment and take decisions, while also ensuring seeks clarification on task objectives when appropriate

able to work collaboratively across all departments, proactively identifying issues and delivering high quality practical solutions, flexible and adaptable to changing needs and priorities.

Create reports as required by using MS Office , ERP system, collect and analyze information.

Handle confidential documents ensuring they remain secure

Maintain electronic and paper records ensuring information is organized and easily accessible

Processing visa/passport requests

### Education:

Grade	Graduation	University
Bachelor of Business Administration	still study	Arab Open University
Diploma in pharmacist	2008	Sciences And Technology University

### Experience: ( 9 Years )

#### **.from 4/2014 until now work at mkg holding company:**

4/2014-5/1/2016 worked as admin in HRM .

5/1/2016 – 30/10/2017 work as executive secretary.

1/11/2017 until now work as furnished apartments supervisor .

#### **.From 2013-feb 2014 Worked as Merchandiser in Bin Zaqer unilever company .**

worked at hypermarket aldanub branch nahdah & alsalam mall .

our product: ( Lipton tea – Red label - Konor – Comfort – Omo- Jif- Luxe - Lifebuoy- Dove- Vasline – Ponds – fair&lovely - Signal-Close up – deodorant axe – Rexona- dove)

**. From 2011-2013 Worked as Merchandiser in SADS (Saudi Arabian Drug Store) company – Wyths**

worked on baby milks line ( S26 – Promil – progress – kids - promise ) I'm responsible for large pharmacies and hypermarket in Abha / Bisha / Najran.

**. From sep2010-dec2010 Worked as Merchandiser in seqala company -abha**

worked as merchandiser for display their food stuff before I get job at sads

**. From 2009-2010 Marketing & sales in Munif Alnahdi company -jeddah**

worked as marketing Rep of the spare parts and oils of cars

**. From 2008-2009 Worked as data entry at alrabie market -jeddah**

worked as Data entry of stocks & products of the goods and daily purchases of the market

**. From 2007-2008 Worked as assistant pharmacist at alazam pharmacy - aden-yemen**

worked as pharmacist assistant to complete my graduate program thin I mange this pharmacy by my self for 1 years

**. In Ramadan season 1427 Worked as merchandiser at alsunbulah company –abha**

worked as merchandiser in Ramadan season in 1427

## Courses & Training:

- Course English language
- Course internet & computing core certification ( IC3 )
- Course in Effective Communication Skills
- Secrets of Strategic Marketing
- Course display of products
- Course marketing skills
- Customer Relationship .

## Skills:

- Coordinate and plans the administrative functions
- Skilled in MS Office Applications such as Word, Excel, PowerPoint, ERP System
- Attend meetings and record minutes of meeting
- Screening emails, responding and acting as required
- Excellent attention to detail and ability to multi-task

## References

Available upon request.