

Maya HAZIM

Lebanese

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OBJECTIVE

- Looking to join a progressive organization that provides challenges and opportunities for advancement

EDUCATION

From 2005 to 2011	University of Balamand Master in Business Administration.	Tripoli, Lebanon
From 2001 to 2005	Lebanese American University BA in International affairs & Political science	Byblos, Lebanon
From 1997 to 2000	College National Orthodox High school degree. Lebanese Baccalaureate. Philosophy Series.	Akkar, Lebanon

EXPERIENCE

From 04/2015 – till date Lebanon	Mamas and Papas / Mazen World (AMB Group) Position held: Store Manager <ul style="list-style-type: none">• Maintains stores staff by recruiting, selecting, orienting and training employees• Identifies current and future customer requirements and plans demand ahead• Protects employees and customers by providing a safe and clean store environment• Maintains the stability and reputation of the store• Contributes to team effort by accomplishing related results as needed	Dbayeh,
From 02/2014 – 02/2015	Bestseller Position held: Store Manager	Dbayeh, Lebanon
From 09/2007 – 02/2014	Azadea Group Position held: Shop Manager in charge of: <ul style="list-style-type: none">• Managing store operations and staff• Delivering the highest standards of customer service• Maximizing sales and profitability in line with company objectives• Assisting in recruiting and selecting shop staff• Managing annual allocated budget by monitoring expenditure up to set limits,• Optimizing and reducing costs where possible and reporting variances versus budget• Ensuring the stock is effectively measured and controlled and manage order placement activities to maximize sales and meet stock performance objectives.• Monitoring the shop hourly revenue and prepare staff schedule• Preparing management information reports on store performance• Communicating with the team the target and sales plans	Tripoli, Lebanon
From 05/2007 to 08/2007	Azadea Group Position held: Assistant manager	Tripoli, Lebanon
From 01/2007 to 04/2007	Azadea Group Position held: manager in training	Tripoli, Lebanon
From 07/2004 to 04/2006	BLOM Bank <ul style="list-style-type: none">• Retail department responsible of launching credit card and domiciliation process• Launching Solidere stock and meet with people in order to convince them to buy this product	Tripoli, Lebanon

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, MS Excel, MS Access, MS Power point

LANGUAGES: Fluent in English, Arabic and French (writing, reading and speaking)

INDUSTRY SKILLS: Retail, banking

TRANINGS

- **February 2013:** Train –the trainer by Azadea at headquarters.
- **February 2012:** Management development program (MDP) by phi management institution