# Nagham Al Jamali

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**SUMMARY**

Hard-working, adaptable professional who enjoys taking on new challenges and meeting new goals, seeking a rewarding full-time position in the field of marketing.

**STRENGTHS**

**Motivation and teamwork**

Whether working alone or with a busy team, I excel at maintaining an upbeat and professional attitude in a fast-paced environment, delivering results under pressure.

**Strong communication skills**

Articulate and sensitive to the different communication and working styles required in any organization.

**Resilience and flexibility**

Through my experience of living and working in different cultures and countries (including Syria and Libya), I know how to make a positive difference in challenging circumstances.

**WORK EXPERIENCE**

Al Hayat Medic**al Company, Homs, Syria**

**Sales Representative (2010 – 2011)**

**•Provided customer service and sales for the pharmaceutical business of a leading medical goods company**

**•Spoke with store representatives to discuss a range of products that fit their needs**

**•Maintained database to ensure correct supply of inventory across a number of stores**

**•Generated weekly and monthly sales reports and daily price updates**

**PricewaterhouseCoopers**, Tripoli, Libya

**Personal Assistant** (2014 – 2016)

Provided a full range of administrative support to country senior partner at PricewaterhouseCoopers, the largest professional services firm in the world

* Worked closely with key stakeholders at the firm to ensure smooth operation of the office according to the high standards set by the company
* Coordinated schedules, managed office budget and email and print communications

**EDUCATION**

**Al Baath University**, Homs, Syria

**Certificate in E-Marketing** (2008 – 2011)

**Asma High School**, Homs, Syria

**High school diploma** (2006 – 2008)

**OTHER TRAINING**

**Language Land Centre**, Aleppo, Syria

**TOEFL training,** advanced-level courses (2011 – 2012)

**OTHER SKILLS AND QUALIFICATIONS**

* Cost controls, finances, budgeting
* Fully versed in Microsoft Office (Word, Excel, PowerPoint, Access)
* Speak and write English at an advanced level.

**REFERENCES AVAILABLE UPON REQUEST**