

Hiba Jendoubi

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EXPERIENCE

ZIVANZA NETWORK, DUBAI — Business development/Marketing

June 2021- august 2021

Analyzed market and developed marketing strategies and actions plans to promote the clinic.

Implement a B2B Strategy.

Formulating a marketing strategy.

Structuring partnerships and signing agreement with aggregators

Organized regular meetings with Gynecologists, identify opportunities and build strong relationship with doctors.

Manage social media pages of the clinic.

CLINIC IVI, DUBAI — Medical Interpreter/Receptionist

April 2019- May2021

welcomes visitors by greeting them, in person or on the telephone ; answering or referring inquiries.

Directs Visitors by Maintaining employee and department directories; giving instructions.

Maintains security by following procedures; monitoring logbook;issuing visitor badges.

Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.

Maintains safe and clean reception area by complying with procedures, rules and regulations.

Maintains continuity among work teams by documenting and communicating actions, irregulates, and continuing needs.

Contributes to team effort by accomplishing related results as needed.

Translation

The North American and Eye Surgery centre, Dubai —Medical Interpreter/Receptionist

November 2016- October 2018

welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.

SKILLS

Familiar with Cash Handling and credit Card Payment Procedures.

Motivated to learn new knowledge and skills.

Building a rapport and relationship with customers

Adaptability

Taking responsibility
Customer Focus

COMPUTER SKILLS

Microsoft Office (word, Excel, PowerPoint, CTT, Photoshop)

Windows knowledge

LANGUAGE

Arabic: fluent

French : fluent

English: fluent

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Grand Stores Group, Givenchy Brand, Dubai — *sales/Makeup Artist*

June 2011- September2016

Determining customer needs and buying potential

Developing customer relations by educating the customers about the company

Answering customers questions and handling service situations when required

Organize the products on the stand

Arrange Product displays

Following outlets work schedule and rules in order to facilitate daily sales process

Checking the stock balance in order to request any additional products from sales to fulfil and complete sales orders.

Coordinating with merchandisers in order to set up and arrange the proper display of products at different outlets

Performing other related duties as per the business needs

EDUCATION

Diploma in Amadeus Ticketing System, — *Tunisia*

June - August 2013

2nd Year Business English, — *Tunisia*

2010-2011

2nd Year Fundamental English, — *Tunisia*

2009-2010

1st Year Fundamental English, — *Tunisia*

2008-2009

Bachelor of Literature Section, — *Tunisia*

2007