

Reem Sayed Mohamed
Nationality: Iraqi
DOB: 26th of June 1990
Current Location: Iraq - Baghdad
+964-7702775669
reem.work90@gmail.com



Summary:

A professional candidate with 7 years' experience in office management and administration, sales, marketing, supervision, training, Assertive and enthusiastic with extensive knowledge in providing administrative, secretarial and clerical support. I'm a hard-working person who knows how to work within a team, under pressure and in aggressive working environment with business-oriented mind whom always thinking with the most cost-effective solutions and a decision maker.

Educational Background:

- B.Sc. in Biotechnology in 2014 with grade B+ from the University of Technology Baghdad / Iraq
- Business Administration diploma candidate from Stanford University, California, USA.
- Diploma candidate in English language from Highway to English, USA.

Experience

Eleganza Clinic Baghdad and Anadol clinic(Pendik hospital) in Istanbul :

Aug-2020-JAN 2022 : Head of hair transplantation department

Organization Overview: Eleganza clinic is a pioneer beauty center and medical clinic specialized in providing complex beauty-related plastic surgeries, dental related activities and hair transplantation. It is in Mansoor, Baghdad.

Job Responsibilities: Lead and manage the department of hair transplantation, this is including the below:

- Lead team of 5 persons to achieve the daily tasks and operations.
- Manage department's financial and sales related topics.
- Put and maintain the general marketing strategies needed to achieve the needed sales targets

Roma Clinic: Feb-2018- Aug-2020: Clinic Manager

Organization Overview: Roma clinic is a beauty center and medical clinic specialized in providing complex beauty-related plastic surgeries, dental related activities and hair transplantation. It is in Zayoona, Baghdad .

Job Responsibilities: Lead and manage the overall operations of the clinic, team and all administrative topics, this is including the below:

- Lead team of 10 persons to achieve the daily tasks and operations.
- Manage department's financial and sales related topics.
- Put and maintain the general marketing strategies needed to achieve the needed sales targets
- Hiring, training, and following up with new staff.

Siemens (Saada Group): Aug-2017 – Feb-2018: HR Officer

Job Responsibilities:

- Dealing and communicating with offices and institutions.
- Coordinating meetings with partners, government entities and clients.
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, and office system.
- Responsible for managing office services by ensuring office operations and procedures are organized; correspondence is controlled
- Assisting the company employees in dealing and overcoming the problems and obstacles that occur during work.
- Working as a connection link between general managers and the company employees.

The Menarini Group AND SANDOZ by NOVARTIS company:

Jun-2015 – JUN-2017: Medical representative AND team leader.

Organization Overview:

- The **Menarini Group** is an Italian pharmaceutical company.
- Sandoz by Novartis is a Swiss multinational pharmaceutical corporation based in Switzerland.

Job Responsibilities:

- Arrange appointments with doctors, pharmacists, and hospital medical teams,
- Make presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector.
- Organize conferences for doctors and other medical staff.
- Train the staff on marketing, sales and teach them to be professional and show appropriate behavior.
- Plan work schedules and weekly and monthly timetables
- Monitor competitor activity and competitors' products.
- Maintain knowledge of new developments in the National Health Service (NHS).
- Develop strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector.

Key Skills:

- Dealing with multicultural individual.
- Professional communication way.
- Sense of collaboration.
- Working under pressure.
- Decision making and problem-solving abilities.
- Negotiation and confident communication skills.
- Effective team management and strong analytical skills.
- Sense of collaboration.

Technical Skills

- Very good knowledge MS office (Word, PowerPoint, and Excel)
- Good skills in using PC and other related essential software (MS Windows, MS outlook, Web browsers. etc.)

Language Skills:

- Arabic: Native
- English: Very good speak, read and write
- Turkish: good speak, read and write

Training Courses

Upon request.