

Reem Sayed Mohamed / B.Sc of Biotechnology

Nationality: Iraqi

DOB: 26th of June 1990

Current Location: Iraq - Baghdad

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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: Aug-2020- Present: 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
- Maintain daily task stability by ensuring the availability of the needed resources, equipment, and medical supplies.
- Hiring, training, and following up with new staff.
- Preparing weekly and monthly financial and technical reports for the clinic owner.

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: Jun-2015 – Mar-2017: Medical representative team leader.

Organization Overview: The **Menarini Group** is an Italian pharmaceutical company. Its headquarters is in Florence, Tuscany, and it has three divisions: Menarini Ricerche, Menarini Biotech, and Menarini Diagnostics. It develops pharmacological solutions for cardiovascular diseases, oncology, pain/inflammation, asthma and anti-infectives. Menarini's research activities are

carried out through Menarini Ricerche, which deals with all R&D activities, from the creation of new projects up to the drug registration

Job Responsibilities:

- Arrange appointments with doctors, pharmacists, and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling.
- Make presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector. Presentations may take place in medical settings during the day or may be conducted in the evenings at a local hotel or conference venue.
- Organize conferences for doctors and other medical staff.
- Build and maintain positive working relationships with medical staff and supporting administrative staff.
- Train the staff on marketing, sales and teach them to be professional and show appropriate behavior.
- Manage budgets (for catering, outside speakers, conferences, hospitality,
- Reach (and if possible exceeding) annual sales targets.
- Plan work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager. Generally, medical sales executives have their own regional area of responsibility and plan how and when to target health professions.
- Regularly attend company's meetings, technical data presentations and briefings.
- Keep up to date with the latest clinical data supplied by the company, and interpreting, presenting, and discussing this data with health professionals during presentations.
- Monitor competitor activity and competitors' products.
- Maintain knowledge of new developments in the National Health Service (NHS), anticipating potential negative and positive impacts on the business and adapting strategy accordingly.
- Develop strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector.
- Stay informed about the activities of health services in a particular area.

Key Skills:

- Management
- 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

Training Courses

Upon request.