

Bouali Selma

Sales and Events Admin

Project Management



❖ Contact



Global Lake View JLT

Dubai, UAE



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Nationality: French

❖ Presentation

Postgraduate in International Business, I am currently working as a Sales and Event Administrator. Yet, I am exploring a new job opportunity to use all my competencies, technical skills:

- ❖ Master's degree (deepen every aspect of business practices)
- ❖ Office admin background
- ❖ Numerical and computer skills
- ❖ Event and Project Management

As well as my interpersonal skills :

- ❖ Excellent communicator
- ❖ Strong negotiator
- ❖ Creative and curious
- ❖ Positive attitude

Passions/ interests :

- ❖ Fashion Design, Photography, Artistic Makeup
- ❖ Music : violin (7 years)
- ❖ Travelling and living abroad

❖ Education

MIB Master in International Business- Singapore
EM Grenoble – Singapore campus – 2015/2016

Bachelor's in Foreign Languages and International Business + preparatory year (Mandarin/ English/ Arabic)
University Lyon 3 – 2009/2013

Diploma of International Business and Management-
Australia – Performance with Merit
Martin College- Sydney (NSW) Australia – 2008/2009

❖ Professional experience

Sales and Events Administrator

Kleindienst Group- Dubai (UAE)

Jan 2017- current

- Communicator between all departments, coordinate and prepare the events, prepare agreements and other corporate documents, provide training and support activities

Project Management- Luxury Goods Design

Jean- Christophe Gaydon Design FZE- Dubai (UAE)

June 2016- Jan 2017

- Conduct several projects at the same time, from the initial idea to the final delivery
- B2B and B2C organization
- Communicate and negotiate with suppliers, distributors and clients
- Prepare financial documents (invoices, quotes, Excel margin and profit tables, delivery and admin documents (licences, lease, insurances)

Junior Conferences and Events Producer

Hotesses Connexion- Lyon (France)

Jan 2014- May 2015

- Organize various events (Sports/ Fashion) and Conferences (Medical Congresses, etc...)
 - Hostesses selection, training, planning
 - Marketing the events: invitations. venue selection, planning and post event reports to ensure progress
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❖ Skills

Languages:

- French: mother tongue
- English: fluent - IELTS Certificate June 2015
- Mandarin and Arabic: intermediate

Microsoft Office (Word, Excel, PowerPoint) and Research