

# NAJDA MESSEMI



## PERSONAL

### Name

Najda Messelmi

### Address

Dubai Marina , uae

### Phone number

+971503959829

### Email

najda7058@gmail.co

### Date of birth

18-09-1997

### Place of birth

Blida , Algeria

### Gender

Female

### Nationality

Algerian

## LANGUAGES

Arabic



English



French



## WORK EXPERIENCE

### Business development manager Jan 2023 - Present

ARKAN GROUP, GENERAL TRADING DUBAI / UAE

- Identifying opportunities in target markets for your organization 's products and services.
- Generating leads through cold calling prospective clients or networking at trade shows.
- Developing and nurturing relationships with key customer accounts  
Keeping up with the latest industry developments, including market positioning of corporate competitors.

### Documents Controller Jul 2022 - Jan 2023

Arkan Group, Dubai / Uae

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

### Warehouse Manager Sep 2020 - Mar 2022

Bech Group, Blida / Algeria

- Strategically manage warehouse in compliance with company 's policies and vision.
- Oversee receiving, warehousing, distribution and maintenance operations.
- Setup layout and ensure efficient space utilization.
- Initiate, coordinate and enforce optimal operational policies and procedures.
- Adhere to all warehousing, handling and shipping legislation requirements.
- Maintain standards of health and safety, hygiene and security.
- Manage stock control and reconcile with data storage system  
Prepare annual budget.

## EDUCATION AND QUALIFICATIONS

### Bachelor in finance

dely brahim University

Sep 2018 - Jul 2021

## SKILLS

- Microsoft Skills
- customer service
- communication
- foreign languages Adaptable
- Business strategy formulation
- business correspondence
- ability to work under pressure
- quick learning and keen to learn and approve skills
- Ability to deal with office and secretarial works
- reeted customers and offered
- fostered positive relationships with customers to enhance loyalty and retention