

Personal Information

Name: Majd Safa

Address: Sfeir Building, Farid Zeydan Street, Hazmieh, Lebanon

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Education

2015-2018	Saint Joseph University	Economics BSc
2006-2009	Shouf National College	Baccalaureate-SE

Work Experience

(2014-present) Director of Corporate Communication and Finance Manager – Atayib Food Industries

Major duties/responsibilities:

- Stock level management.
- Reviewing financial reports.
- Managing budgets.
- Analyzing business opportunities.
- Assisting with strategic and financial planning.
- Researching pricing and competitors in the market.
- Building and maintaining relationships with suppliers and customers.
- Presenting reports to management.
- Attending local and community events on behalf of Atayib Food Industries.
- Supervision of the company's internal and external communication.

(2010-2014) Director of Corporate Communication and Board Member – Cedar International Construction and Services

Major duties/responsibilities:

- Maintaining a healthy communication between all parties throughout the company.

- Developing internal and external communications strategy that positively affects employees and customers.
- Strategic Planning.
- Meet budgetary objectives and adjust based on financial analysis.
- Determining the mission of the company.
- Evaluating the performance of the chief executive.

Additional Training

2016	ISO Liban	Food Safety and Risk Management Certificate
2016	ISO Liban	Quality Systems Internal Auditor Training

Computer Skills

Advanced Microsoft Office user, Word, PowerPoint and Excel

Languages

English (Well spoken)

French (Well spoken)

Arabic (Well spoken)

Awards

Certificate in Food Management System Training Course (ISO 22000:2005)

Proficiency test SLU (Saint Louis University)

References

Available Upon Request

