

Mariam Ennliche

Skills Summary

- Project /Account Management
- Office Administration, Document Control & Reporting
- Scheduling & organization of Meeting / Travel Logistics
- Record Management (Physical & Electronic)
- Stakeholder Communication
- Microsoft Office / Google workspace /Slack/Canva
- Deadline Management & HR coordination

Work EXPERIENCE

Executive Vice President

Osrah.LLC

December 2018 - August 2022

Dammam,Saudi Arabia

- Managing a complex project from start to finish(e-commerce CMS Magento)
- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- responsible on finding strategic partners as associations ,Ministriesand sign MOU's
- Assist 400+ vendors in setting up their online stores on the platform, and provide training on how to manage their e-commerce business .
- Collaborate with vendors to plan online marketing campaigns.
- Coordinate with tech teams to integrate new features, enhance usability, and address bugs promptly.
- Identify and onboard vendors offering high-demand or niche products to enhance the marketplace's appeal.
- Provide guidance on listing optimization of 600+products , pricing strategies, and compliance with marketplace policies.
- Enhance the marketplace's visibility through collaborations, partnerships, and online/offline Sales events (Sanaati exhibition 2019 , nairiya , Qatif exhibitions , list the marketplace on Mazaya program of Monshaat...)
- Identify new revenue streams and expand into untapped categories or geographic markets.
- Manage daily operations of the company's websites including product updates, UI/UX, content creation, landing page creation and development..
- Prepare and process sales orders, contracts, and invoices.

Human Resource Manager

Tajanos Group

December 2017 - November 2018

Dammam, Saudi Arabia

- Coordinate and supervise the daily HR & GA activities.
- Company Business Licenses, Registration/renewal of membership with the Economic Department, Chamber of Commerce, Municipalities, etc.
- Assist with registration and prequalification processes for tender portals and companies, ensuring the company becomes a registered supplier.
- Coordinated vendor registration and prequalification processes with major oil and gas companies, including Aramco and SABIC, ensuring full compliance with industry standards and documentation requirements.
- Manage employee's immigration, visa, ID card, medical, insurance, entry, exit, work permit, residency and related documents including final exit arrangements.
- Ensure all visa, medical and labour permits are up to date and arranging for timely renewalAssist Human Resources with all general inquiries concerning labour and immigration matters.
- Bridge management and employee relations by addressing demands, grievances or other issues

Marketing & Customer Care Management

Gulf Cloud company

August 2017– November 2017

Dammam, Saudi Arabia

- Managing all marketing of social media accounts .
- supporting Sales Team requirements
- Preparing online and print marketing campaigns.
- Assist with registration and prequalification processes for tender portals and companies, ensuring the company becomes a registered supplier or partner
- Helping to build a good customer Relations.
- Handling complaints and queries from customers.

Medical Representative

Media Health Promotion Company

August 2014 – June 2017

Casablanca, Morocco

- Identifying and establishing new business.
- Demonstrating or presenting products to healthcare staff including doctors, nurses...
- Negotiating contracts.
- Executing marketing campaigns (Procter and Gamble & Johnson&johnson products)
- Perform and report on competitive intelligence activities on key accounts.
- Orchestrate a customer centric engagement through collaboration with cross-functional and external stakeholders through prelaunch and launch activities, Audio Visual and CME meetings, etc.
- Develop and maintain relations with HCPs.Prepare periodical activity tracker and sales-related reports/objectives.

Marketing Representative

Geronimo Company

August 2013 – July 2014

Casablanca, Morocco

- Devise Marketing Campaigns with the goal of increasing products awareness and increasing sales and profits.
- Executing marketing campaigns (Procter and Gamble products)

Ibn Zohr University

- Associate Degree

Languages

- Arabic
- English

Contact me at:

Address : Al Nur District, Dammam, Saudi Arabia

Email : ennichemariam@gmail.com

Phone Number: +966 50 285 8284