

Minas Saeid

saeid.minass@gmail.com, 70-925729

Al Marj St, Baakline Al Shouf, Lebanon

Dear Sirs,

Being obsessed in success and never taking no for an answer, I am eager to face new challenges to expand my professional horizons. I am interested in a position with your reputable company and have enclosed my résumé for your review and consideration.

As you can see, I have relevant work experience in different business and management posts, and also I was myself a volunteer in several NGOs.

As a member of your organization, I can provide:

Efficiency, reliability, and honesty.

Ability to learn, develop, and look at challenges as opportunities.

Knowledge of general office procedure.

Ability to be a vital member in, or lead a team.

Sirs, like any young person I'm seeking a start point for my career and futuristic life, though not every job can supply me with stability and a firm base, yet I see in this vacancy the existence of the conditions required for the start-up of my upcoming career life.

Regards

Minas Saeid

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Email: saeid.minass@gmail.com

Mobile: 70-925729

EDUCATION

AUCE Baakline, Lebanon

BBA-Business Management 2009-2011

ISAE-CNAM Baakline, Lebanon

BBA-Finance Administration & Mathematics 2007-2009

Shouf National College (SNC) Baakline, Lebanon

Lebanese Baccalaureate in Sociology and Economics
2007

EXPERIENCE

NAHNOO NGO

Communication Manager (Project
Bases)

Forn El Shebek, Lebanon
April 2018-July 2018

BlackSheep

Digital Marketing Strategist, and
Social Media Coordinator

Jdeideh, and Verdun, Lebanon
March 2017- March 2018

Saba Consultants

Digital Marketing Strategist (Project
Bases)

Dubai Design District,
Dubai U.A.E.
November 2016- February 2017

La Rivista Publishing

Social Media and Advertising
Coordinator

Bauchrieh, Lebanon
April 2015- November 2016

Achieve

Intern
Marketing and Social Media Coordinator

Sodeco, Lebanon
May 2013-October 2013

Red Cross

Volunteer

Sema'nyieh, Lebanon September
2012- January 2014

LOYAC

Volunteer

Sanaieh, Lebanon February 2013-
February 2014

SKILLS

Languages: Arabic (native), English (fluent).

Computer Skills: Microsoft Office, Equal for accounting, Silicon, Dolphin, Palladium Individual 2012, PMS system, SPS system, SENA system, Movie maker, لامت ٧ لي, Internet access (researches). Hoot suit, Tweet deck, Canva, Photoshop, Wordpress. HubSpot Software.

Professional Development

Social Media For Business, Ayman Itani Services August 15,16 2013

Explore and Discover Yourself, LOYAC, February 16 2013 **CV**

Writing and Interview Skills, LOYAC, March 2nd 2013 **Fundamental of**

Personal Development, LOYAC, April 2nd 2013 **Self Management**,
LOYAC, April 20 2013

Inbound Marketing Certification: HubSpot, February 2nd 2017

REFERENCES

Jade Saab

Co-founder at Achieve

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Aya Hammoud

Operations Coordinator at Achieve

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Ayman Kilzar

Office Manager at Loyac

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Email: Ayman.Kilzar@gmail.com

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