

CELLULAR (+961) 70 517 579

EMAIL ADDRESS tarekkoussa86@gmail.com

LEBANON – BEIRUT

DATE OF BIRTH (16 JANUARY)

MOHAMMAD TAREK AL KOUSSA

OBJECTIVE

As someone with an extensive background in public relation and communication, my objective is to obtain a position which would allow me to utilize my knowledge and share my experiences in the field and gain more for my future improvement in a reputable company with a high profile.

EXPERIENCES

Data entry

- **Company name:** Mazen baby
- **Duties:** responsible of factures, entering the stock and new items to accounting systems, managing the balance between warehouse and main store
- **Date:** 2005 – 2007 (HABTOOR LE Mall branch)

Communication advisor

- **Company name:** European Union (Netherlands Red Cross) Project in Lebanon. (For holding Palestinian red crescent society).
 - **Duties:** Representative of the project, responsible of media contact (advertisings, newsletters, fliers, and making studies before and after any activities) Act as liaison between

the general Manager, other executives, corporate, clients, organizations, etc.... Using discretion, judgment, and initiative. Assist in making interviews with applicants and training them.

- **Achievements:** 2 newsletters, 5 Fliers, articles in news papers about the project and 5 complete studies about the 5 Palestinian Red Crescent society
- **Date:** March 2007 until September 2007 (Project was finished)

Assistant Manager, Marketing advisor, customer services

- **Company name:** Tianshi Investment Holding Limited North East Africa.(Chinese Company deal with food supplements and Medical equipments according to MLM business plan)
- **Duties:** Responsible of organizing seminars, contacting import and export companies, sales department and stock. In charge for fliers catalogues, customer service and facilitate the communication and translating between the manager and customers.
- **Achievements:** 5 fliers, 2 catalogues, coordinating conferences (Monroe, Rotana, Comodore, Habtoor grand hotel and pineland resort) sending monthly reports about the sales and stock to the head office in Dubai
- **Date:** November 2007 until may 2009 (project finished)

Marketing and sales

- **Company name:** Advanced Digital Imaging (ADI) canon
- **Duties:** contacting our dealers, managing the sales, organizing seminars, managing the stock entry and data entry delivery orders, stock balance and coordinate between the stock and the accounting
- **Achievements:** upgrading sales (up to 3.6% on yearly scale, managing the sales(TAHAN, KHOURY HOME, ABI TAYEH, HOUKAYEM EKHWAN, VIRGIN MEGA STORE ECT...)) marketing plans, sponsor ships with big events, stock controlling, 6 training (Dubai, Istanbul, Qatar, Jordan, Bahrain)
- **Dates:** July 2009 until December 2011

Marketing and sales

- **Company name:** correction (Bdghaish group)
- **Duties:** marketing and sales, contacting pharmacies managing factures and payments
- **Achievements:** dealing with clients, opening new pharmacies line managing promotions and promoters timing, balancing and collecting payments
- **Date:** 2011 until 2012

Marketing and sales

- **Company name:** Pharma HAUS
- **Duties:** marketing and sales, contacting pharmacies managing factures and payments
- **Achievements:** dealing with clients, opening new pharmacies line, balancing and collecting payments
- **Date:** 2012 until January 2013

Assistant manager and communication advisor

- **Company name:** CURE association for children cancer (NGO)
- **Duties:** responsible of the charity campaigns, managing between the office and our volunteers, studies about hospitals in Lebanon, coordinate between doctors and our patients, monthly reports.
- **Achievements:** More than 100 campaigns all over Lebanon, designing Fliers T-shirts Ect..., managing television campaigns, contacting with the ministry, coordinate with our volunteers.
- **Date:** 2013 until March 2016

Traveled to Europe from 2016 till September 2017

Social media executive

- **Company name:** Freelancer for Sarat Salha Fb page.
- **Duties:** Creating content for the page and maintaining a good level of engagement.

EDUCATION

- **School:** terminale lycee Adonis Kfarshima 2005 – 2006
- **University:** AUST business marketing 2007 – 2009 (didn't finish my degree)

INTERESTS

Reading, driving, traveling and swimming

SKILLS

- **PC:** Microsoft Office word, excel, power point
- **Languages:** Arabic (native), English (fluent) and Français (good)