

Mohammad Koptan

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OBJECTIVE

Highly organized and motivated team player with strong interpersonal skills that is seeking new opportunities to help create a profitable future and contribute to a positive corporate culture.

EDUCATION

2013-2017

American University of Science and Technology - Beirut, Lebanon

2012-2013

Lebanese American University in Beirut - Beirut, Lebanon

B.S. Business Administration (Management & Economics)

EXPERIENCE

DesignFort

June 2020-Aug 2020

Digital Marketing Internship - Dubai, UAE

Responsibilities: Perform market analysis and research on the latest trends. Assist with daily administrative duties. Design and present new social media campaign ideas. Monitor all social media platforms for trending news, ideas, and feedback. Prepare detailed promotional presentations. Help with the planning and hosting of marketing events. Research and evaluate competitor marketing and digital content. Contribute to the creation of mock-ups, email campaigns, and social media content.

GEBE

Sep 2019-MAR 2020

Sales Specialist/Inventory Control - Beirut, Lebanon

Responsibilities included promoting products and brands to clients and wholesalers, records purchases, maintain database, perform physical count of inventory, and reconcile actual stock count to computer-generated reports for 4 warehouses.

Lebanese American University (LAU)

Nov 2017- Aug 2019

HR Administrative Assistant - Beirut, Lebanon

Responsibilities included tracking, measuring, and reporting departmental progress and strategic goals, processing NSSF transactions related to medical procedures for employees, prepare reports on logistics and operations of human resources, and provide general administrative support.

Pro Nutrition

Dec 2013 - Aug 2018

Branch Sales Manager- Beirut, Lebanon

Responsibilities included maintaining vendor relationships and contracts, market and competition analysis, sales performance analysis, new client leads and recommendations, and maintaining customer satisfaction.

Malik's Bookshop

June 2013 - Dec 2013

Client Servicing- Beirut, Lebanon

Responsibilities included managing relationships with clients and providing sales support for new products.

TRAININGS AND WORKSHOPS

- Latest Trends in Human Resources: Reinventing Performance management - LAU 2019
- Nine-day Sales and Financial Consulting Training - Allianz SNA Lebanon 2018
- KPMG Interview and skill workshop - LAU 2018
- Topic specific workshop series at American University of Science and Technology 2016-2017
 - o Emotional Intelligence, Innovation & Startups, Social Media Marketing & Advertising, Social Media for Business, and ISO 9001 Quality management system.

KEY SKILLS AND CORECOMPETENCIES

- Sales Negotiation
- Microsoft Office Suite
- Team Player and Effective Manager
- Database Management
- Customer Relationship Management
- On-Call Rapport Building
- Buyer-Seller Agreement
- Conflict Management and Interpersonal Communication
- Time and Deadline Management
- Strategic prospecting

Language: Native proficiency in Arabic and professional proficiency in English.

References: Available upon request.