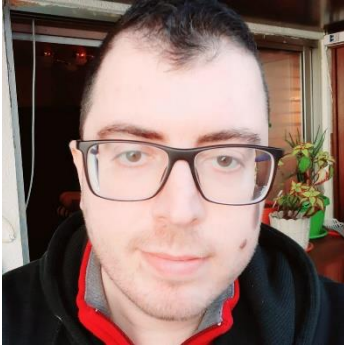


Mahmoud Kaj



Contact

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Email:

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LinkedIn Name:

[Mahmoud Kaj](#)

Website:

mahmoudkajorg.wordpress.com

Languages

Arabic - Native

English - Fluent

Summary

I am a copywriter who believes in the power of words. With my experience in copy and content writing, Research papers, Report writing, Blogging and web-content writing, I have the ability to write excellent content that is clear and concise, simplified enough for the reader to digest. By using the right words with the right style, research skills and knowledge in Digital Marketing, I can support your team in marketing campaigns and help your business move closer to accomplishing its goals and thrive in the market.

Skill Highlights

- Creative writing
- Researching
- Editing & Proofreading
- Ability to work independently
- Communication skills
- Innovative
- Strong attention to detail
- Building Blogs

Education

Masters in Business Administration-Management

Lebanese International University, LIU; Beirut (2012-2014)

BA in Business Administration-Systems

Arab Open University, AOU; Beirut (2006-2009)

BA in Business Administration-Systems (2nd Certificate)

Open University, OU; Great Britain (2006-2009)

Additional Certificates**Monitoring and Evaluation Course**

International Academy for Building Capacity, IABC – summer 2016

Digital Marketing Course

American Center for Excellence, Beirut; 2019

Computer Skills

Microsoft Office (Word; Excel; PowerPoint; Outlook; Access)

Social Media (Facebook; LinkedIn; YouTube; Instagram; Pinterest) and WordPress

Hobbies

- Writing
- Blogging
- Art
- Reading
- Travel

References

Moutaz Melhem

Head of Mission at *SB Overseas*

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Mob: +961 76 404 146

Fawzieh Makkawi

Co-founder and Development Consultant
of *Tazkiah*

Email: fawzieh.makkawi@live.com

Mob: +961 3 304 785

Experience

- Copywriter (internship); 2019

United Reflections (Digital Marketing Agency), Beirut

- Building weekly/monthly schedules for writing copy.
- Executing research about the client's products.
- Creating ideas to be posted on Social Media platforms both as written copy and pictures, slideshows etc.
- Writing copy on social media to be posted pre-due date on client's accounts on SM platforms in English and Arabic.
- Writing creative copy ads for clients (e.g., Travel agents) on services and offers they are providing.

- Content Creator and Administrative Assistant; 2018

- *VVFY (3D architectural rendering startup), Beirut*
- Writing posts about 3D designs of architectural structures.
- Writing content for websites.
- Connecting and communicating with architects, designers and web developers.
- Scheduling and writing posts on Social media.

- Program Officer (2016 - 2017)

SB OverSeas (Belgian NGO, Education and Livelihood for Syrian Refugees), Beirut

- Daily follow-up of activities.
- Co-ordinating and holding meetings with head of mission, staff and other NGOs.
- Communicating with Head Quarters in Brussels and writing monthly reports.
- Responsible for posting on SM platforms.
- Writing articles.
- Content writing of the NGO's website.
- Data Entry, Editing and Translating (Arabic-English).

- Insurance Consultant Trainee (2014)

Allianz SNA

- Understanding the services provided.
- Understanding the agency's Policies.
- Learning how to approach the client and close the deal.

