

AZIZ ZADA RÉSUMÉ

PERSONAL INFORMATION

Birth Date: 15 November 1982 (Age: 34)

Gender: Male

Nationality: Lebanon

Additional Nationalities: Iran

Residence Country: Beirut, Lebanon

Visa Status: Citizen

Marital Status: Single

Number of Dependents: 0

CONTACT INFORMATION

Mobile Phone: +961.70857221

Email Address: zada.aziz@gmail.com

STATUS INFORMATION

Current Status:

PR & Marketing Manager at TAKREEM Awards.

Director of Business Development at Fun Capital SAL / Yucca Holding

Education to Date: Master's degree, Business

Experience to Date: 12 Years, 9 Months Administration

TARGET JOB

Target Job Title: Manager

Career Level: Management

Target Job Location: Lebanon

Career Objective: Dedicated, highly personable and sociable team member with impeccable communication and managerial skills, benefiting from experience within the service industry that has required a flexible approach and the ability to think on one's feet, solve problems creatively, deliver excellent customer service, and effectively deal with enquiries and complaints. Possessing a determined approach in coping with and prioritizing workloads whilst meeting strict deadlines and the ability to operate virtually in any customer facing position.

Employment Type: Full Time Employee

Notice Period: 1 month or less

Last Monthly Salary: USD 2,500

PROFESSIONAL EXPERIENCE

January 2018 – Present

PR & MARKETING MANAGER AT TAKREEM AWARDS

Location: Beirut, Lebanon

Job Role: Management

- Planning, developing and implementing PR strategies;
 - Communicating with colleagues and key spokespeople;
 - Liaising with, and answering inquiries from media, individuals and other organizations, often via telephone and email (these include CNN, FRANCE24, TV5MONDE, SkyNewsArabia, Al Arabiyya, LBCI and more);
 - Researching, writing and distributing press releases to targeted media;
 - Developing a media relations strategy, seeking high-level placements in print, broadcast and online media;
 - Collating and analysing media coverage;
 - Organizing events including press conferences, exhibitions, open days and press tours;
 - Overseeing content on social media sites such as Twitter and Facebook and Instagram;
 - Overseeing video and photo editing of all events;
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May 2016 - Present

DIRECTOR OF BUSINESS DEVELOPMENT AT FUN CAPITAL SAL / YUCCA HOLDING

Location: Beirut, Lebanon

Company Industry: Management

Job Role: Management

Filling the position of the Operations Manager at one of the company's projects, KIDZNATION, which is a playground for kids. Also acting as the Director of Business Development at the head company. Seeking opportunities for business development for all the company's new projects. Responsible for heading up their expansion in new markets as well as continued expansion among existing clients. Building relationships with existing clients to increase their current spend. Driving peak performance and sales success across the organization. Creating, negotiating and closing commercial agreements. Creating feasibility studies and forecasts for new projects the company creates.

July 2013 - May 2016

GALLERY MANAGER AT KARINA SUKAR CONCEPT STORE

Location: Beirut, Lebanon, Gemmayze, Al-Arz Street

Company Industry: Interior design

Job Role: Sales

- Managing the Gallery's staff
 - Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices. Compute sales prices, total purchases and receive and process cash or credit payment.
 - Recommend, select, and help locate or obtain designs based on customer needs and desires.
 - Describe merchandise and explain use, operation, and care of merchandise to customers.
 - Prepare quotations and price offers for customers.
 - Managing the gallery's needs and making sure all bills are paid and everything is maintained.
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November 2012 - December 2015

MANAGING DIRECTOR AT HUMMINGBIRD EVENTS MANAGEMENT

Location: Beirut, Lebanon

Company Industry: Planning

Job Role: Management

Management of the company that specializes in event creation and management. The work description included conception and creation of social and corporate events, marketing, signage, audio-visual equipment arrangement, printing and security arrangements etc. Besides looking after the planning and financial aspects, the responsibilities included for the appropriate arrangement for the transportation and accommodation of participants attending a specific event.

February 2011 - November 2012

ASSISTING GENERAL MANAGER AT O DE ROSE

Location: Beirut, Lebanon, Beirut, Mar Mkhael, Rmel

Company Industry: Public Relations

Job Role: Administration

As the assisting general manager in an event creation and management company the work description included marketing, signage, audiovisual equipment arrangement, printing and security arrangements etc. Besides looking after the planning and financial aspects, the responsibilities included for the appropriate arrangement for the transportation and accommodation of participants attending a specific event.

Events that I planned, executed and managed include:

- Trade shows/ exhibitions Political events
- Company product launch Grand opening ceremony Fairs and festivals
- Family celebrations and parties (weddings, engagements, birthdays)
- Business holiday events
- Conferences, seminars and conventions

March 2009 - May 2011

OFFICE MANAGER AT KARINA SUKAR INTERIOR ARCHITECTURE & DESIGN

Location: Other

Company Industry: Architecture

Job Role: Administration

1.To proactively manage all aspects of the CEO's schedule to ensure maximum optimization of CEO's resources including and not limited to the following:

- Comprehensive diary management, including internal and external meetings, formal and informal engagements and keeping up to date with all new activities
- Ensure CEO is prepared for all meetings with all necessary documentation and information. • Preparing meeting requirements, taking minutes and following up on actions
- Sending and responding to correspondence
- Efficiently arranging and managing logistics related to CEO's travel and accommodation
- Producing documents, briefing papers, reports and certain presentations on behalf of CEO • Occasionally, traveling with the CEO to provide general assistance during engagements.
- Assist in preparation of various presentations for the CEO

2.To represent the CEO to third parties internally and externally

- Booking meetings
- Dealing with certain queries directed to the CEO
- Coordinating with team members and guest reception.

3. Business Development

- Drive the new business agenda through proactive management of the CEO
- Diarize all key dates in relation to New Business updates
- Follow up with all members of management team and circulate on a weekly basis
- Update contacts made through networking
- Carrying out research and presenting findings on various areas as assigned by CEO

4. To manage all the CEO's office administration duties.

- Screening telephone calls, enquiries and requests, and handling the same
- Overseeing organization of internal company functions

5.Manage activities and initiatives designed to build and protect the CEO's personal brand

EDUCATION

MASTER'S DEGREE, BUSINESS ADMINISTRATION

at Lebanese American University

Location: Beirut, Lebanon

Completion Date: September 2016

Grade: 4 out of 4

BACHELOR'S DEGREE, BUSINESS STUDIES - MARKETING

at Lebanese American University

Location: Beirut, Lebanon

Completion Date: July 2008

Grade: 4 out of 4

BACHELOR'S DEGREE, BIOLOGY

at Haigazian University

Location: Beirut, Lebanon

Completion Date: June 2006

Grade: 4 out of 4

LANGUAGES

FRENCH

Level: Beginner

Experience: 1 year

ARABIC

Level: Expert

Experience: > 10 years

ENGLISH

Level: Expert

Experience: > 10 years

INTERESTS

WRITING

Wrote two novels and sold them to HarperCollins publishing house in New York.

ACTING

Worked on 48 theatre productions, and over 80 TV commercials

COOKING & TRAVEL

Travelled to 48 countries around the world and visited over 500 cities.

REFERENCES

Sylvia Khoury

Job Title: Office Manager at Karina Sukar Interior

Architecture and design

Phone Number: +961.3327590