
► Lynn Sidani

Beirut, Ras El-Nabeh, Mohamed El-hout street, Kaissi blg, 5th Floor
Phone: 961 71 403 988
E-mail: Lynnsida@hotmail.com

Personal Information

Nationality: Lebanese
Date of birth: January 31, 1996
Marital Status: Single
Languages: Fluent in Arabic, French, English and beginner in German

Objectives

To succeed with growth and excellence, earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

Education

2014 – 2017 License - Business&Management - Université Saint Joseph
2000 - 2014 Baccalaureate II – (Lebanese) – Saint Joseph de l'Apparition

Experience

✓ Apr. 2017 – Present

Purchasing & Marketing coordinator – Otec Sanitary Ware & Tiles – Beirut, Lebanon

Main duties: Responsible for all purchasing operations (Roca Sanitario from Spain, Roca Bulgaria, N&C, TAU Ceramica), placing orders & shipments, placing and following up claims , requesting special orders, negotiating for the delivery dates.

Booking shipments from shipping agencies and follow up with clearing agents (shipping documents).

Receiving shipments and coordinating with the warehouses.

Follow up with the IRI

Preparing monthly reports: stock movement, sales reports, general inventory.

Requesting quotations.

Following up with the sales team regarding invoicing and settling payments.

Marketing:

- Bill-Board : I have done a billboard campaign for Roca for four months : We went exclusive with Pikasso in some specific locations. I was the one who followed up with the designers, advertising agencies & printing agencies.

- Social media & website : I created and i am handling a website, a facebook page and an instagram page.

✓ Mar. 2017 – Apr.2017

Online Trading University competition – Bankmed – Beirut, Lebanon

I participated in an online trading competition to know more about how the financial market works.

Main duties : attended workshop, watch the market and trade.

✓ Sep.2016 – March2017

Part time Promoter – Fattal, Sin El-Fil – Beirut, Lebanon

Main duties: Promoter of Kenwood & Braun brands in the Bazar and many events (Beirut

Cooking festival, conference on a healthy pattern for children, Fattal's Bazar...).

✓ Jan.2017 – Feb. 2017

Marketing Internship – Halwany Consumer products, Clemenceau-Beirut, Lebanon

Main duties : Marketing plan for all Halwany's brands (Plein soleil, Siblou & Reindorf). Studying a new marketing campaign(requesting quotations, seeking new customers and communicate with them). Studying the competitor's development and compare it with Halwany's growth (product line, quality of the product, visibility of the brand).

✓ Jul.2016 – Aug. 2016

Marketing Internship – Fattal, Sin El-Fil – Beirut, Lebanon

Main duties: I was in Magnet S.A.L in the marketing department, responsible of Kenwood, Braun, Karcher and Leifheit brands. I used to go on a mystery shopper, visiting our distributors in Beirut, jbeil and jounieh in order to view the sales person's reaction on the brands. After one week of being a mystery shopper, I made a report to study the sales person's attitude towards our brands and other brands.

Also, I used to do a price mapping, merchandising and organizing events...

✓ Aug. 2015 – Sep. 2015

Customer Service - Pure Laundry SPA, Achrafyeh branch - Beirut, Lebanon

Main duties: Responsible of the branch, take the orders, follow up with clients and provide the best service.

✓ Aug. 2014 – Sep. 2014

Monitor – AUB – Beirut, Lebanon

Main duties: Taking care of kids and guiding them.

Skills

Microsoft office programs (Word, Excel, Power Point, Access)

Digital Marketing skills (Social Media certificate from Mira Training Center)

Basic sales skills

Market studies

Social Affiliations

Volunteer at CARITAS-Ras Beyrouth

Hobbies and Interests

Basketball, Business travelling, Volunteering, running, going to gym and stand up paddling.

References

Available upon request