



## Joyce Sokhn

Beirut, Lebanon

Sabtiyeh

Ferdaous Street

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## Career Objective

To obtain an opportunity where I will be able to leverage my extensive knowledge and experience in business development to make a meaningful contribution to the organization's operating effectiveness. Also to work in a challenging atmosphere capable of handling individual and team assignments while aiming towards professional development and growth of the company.

## Employment History

**Aug. 2008 – Date: Rafik El Khoury & Partners – Consulting – Engineers**

Beirut, Lebanon

**Business Development Officer**

**Responsibilities:**

- Preparing the technical & financial proposals for local and international projects for private and public sector and funding agency (such as world bank, Kuwait Fund, EU..)
- Deep Knowledge in various client proposal format and requirements
- Preparing and participating to international Exhibition – City Scape Exhibition – Abu Dhabi, Francophonie – Lebanon
- Tenders Follow up
- Administrative works
- Manage the preparation of international tender
- Identify potential clients/projects
- Introductory meetings and company presentations
- Liaising with international consultant
- Search for key project opportunity within a given market and increase the company's exposure
- Company registration and classification in Abu Dhabi, Dubai and KSA
  - Online Registration
  - Follow up with local authority
  - Preparation of Prequalification documents
  - Submission follow up

## Education

**Bachelor in Business Administrative and Finance (B.A. in BAF)**

Beirut, Lebanon

Sagesse University

Graduated: Spring 2014

Psychology Major (Incomplete)

Lebanese University

November 2005 – 2007

## Languages

Arabic – Native

French – Fluent

English – Fluent

## **Skills**

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- A very good communication skills, flexible in work.
- Ability to identify, analyze and solve problems
- Good time management
- Ability to organize tasks
- Advanced Knowledge in Windows, Word, Excel, Power Point, etc..

## **Activites**

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Member of Jeunsse Accelerate Team ( Network Marketing)

## **Personal Information**

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Date of Birth: 10 November 1986

Material Status: Single

Nationality: Lebanese

**References:** References available on request

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