



**Zeina F. Madi**

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South Lebanon - Saida - Majdelyoun

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**DOB** 29/10/1992

## **OBJECTIVE**

Seeking an opportunity within the business field, where I can vary and enhance my education with experience, develop my abilities, and widen my horizons. I am humble, a hard worker, and I am an organized and creative person who is capable of operating individually and as a team member. Although I am a recent graduate, I am highly ambitious and motivated to be in the right position to have clear path career.

## **EDUCATION**

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2014 Lebanese University Beirut, Lebanon  
BA Interior Architecture

2011 Lycée Officiel du Docteur Nazih el Bizri Saida, Lebanon  
Lebanese BA in Economics & Sociology

## **WORK EXPERIENCE**

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### **Cadillac Agency Oman**

May 2018– June 2019

Freelance promoter for Cadillac Cars in Oman

Roles and Responsibilities:

- Promotion and explanation for new Cadillac cars in public places.

### **Al Nazih Trading Oman**

July 2017 – June 2019

Marketing executive

#### Roles and Responsibilities:

- Daily marketing tasks and branding
- Customer service files (queries, product details, information on all social media accounts and whatsapp and calls)
- Social media calendars (social media yearly plan, monthly calendars for all the posts, online inquiries)
- Planning and coordinate all event, exhibitions and trainings (preparing launching for international brands, trainings, seminars, open days)
- Interior for salons and spa
- Corporate deals (in contact with ministries, banks, universities and responsible for all the hygiene and safety seminars with ministries)
- Handling all administration files and HR files
- Coordination between all the departments , daily reports to the country manager
- Visual Merchandise to Nazih Showrooms all over Oman

### **Nazih Trading Lebanon**

July 2016 – July 2017

Marketing Coordinator

#### Roles and Responsibilities:

- Daily marketing tasks and branding
- Customer service files (queries, product details, information on all social media accounts, whatsapp, and calls)
- Social media calendars (social media yearly plan, monthly calendars for all the posts, online inquiries)
- Planning and coordinate all event and exhibitions (preparing launching for international brands, trainings, seminars, open days)

### **Nine West Retail Group**

October 2015 – May 2016

Sales assistant in Nine West Saida branch

#### Roles and Responsibilities:

- Cashier and sales

### **Dergham and Hamdar associate**

April 2015 –October 2015

Supervisor in Marketing and Interior Design Department

#### Roles and Responsibilities:

- Design interior decoration for apartments of new projects

- Marketing of new projects to the clients of high end
- Conducting presentations and arranging programs to expand the business
- Handled the sales of the company
- Update the social media and advertisement of the company locally and internationally

#### **I make** ( Internship)

July 2013 – October 2013

Interior designer and sales

##### Roles and Responsibilities:

- Design interior decoration for kitchen and furniture
- Handled the queries of the clients and customers about different types of interior products
- Helped clients by providing ideas and solution while choosing their interior decoration that matches with their life style.
- Good knowledge about combinations between the colors and interior architect.

#### **The Details center** ( Internship)

20 June 2012- 20 September 2012

Interior designer and sales Roles  
and Responsibilities:

- Plan and design themes as per the clients and customers requirements.
- Choose the colors of the paintings of the apartments as per the accessories, antiques and statues.
- Handle complains and solve the customers' problems if any.

## **SKILLS**

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### Languages

- Fluent in Arabic, French and English

### Computer Literacy

- Well experienced in using Microsoft Office
- Well experienced in researching using many reliable research engines
- Well experienced in using AutoCAD and basics in 3d max, Photoshop and Illustrator

### Personal

- Excellent analytical and strong interpersonal and communication skills
- Outgoing personality (adapts to new environments and

ambiances) ▪ Handling multiple tasks at one time and completing them at time.

- Positive and can be a good team player

## **ACTIVITIES**

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- Drawing and sports

## **REFERENCES**

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- Available Upon Request