

# HASSAN M. GHANDOUR

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Beirut - Lebanon

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Born 08/07/1993. Male, Single.

## WORK EXPERIENCE

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**SAP's Young Professional Program, Beirut, Lebanon** Feb. 2019 – May 2019

### Trainee

- Selected as one of 25 graduates among 600+ applicants to undergo the program.
- Became an SAP Certified Associate for SAP Activate Project Manager and SAP Certified Application Associate for SAP Sales Cloud 1811.
- Undertook several world class courses, including Communication Skills, Internal Sales, and Design Thinking.
- Program taught universal skills important for use in any working or business context.

**Gulf Finance and Investment Company, Beirut, Lebanon** Jan. 2015 – Sep. 2018

### Sales Department Officer

- Conducting market research on potential clients, customers (activities, products, location, contact details).
- Communicating with clients and partners (B2B), making business inquiries, follow-up on progress.
- Preparing and editing correspondence, reports, and presentations (company profiles, market analysis).
- Additional tasks include taking minutes, organizing and maintaining files and records, record keeping and management of document system, as well as planning/scheduling meetings and appointments and making travel and guest arrangements.

**BLC Bank, Beirut, Lebanon** July 2014 – Oct. 2014

### Marketing Department Intern

- Managing company website by optimizing the Site Map, researching and implementing keywords for SEO.
- Drafting, proof-reading, translating, revising and editing company documents, interviews and press ads.
- Preparing action plan for company advertising campaign.
- Monitoring and archival of company and competitor print and digital media.

## EDUCATION

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**Lebanese American University (LAU), Beirut, Lebanon** July 2018  
Master's in Business Administration (MBA) CGPA: 3.69/4.0

**Lebanese American University (LAU), Beirut, Lebanon** May 2014  
BS in Business Studies with emphasis on Marketing CGPA: 3.38/4.0

**College Protestant Français (CPF), Beirut, Lebanon** June 2011  
French and Lebanese Baccalaureate with emphasis on Science

## SKILLS

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Computer: Microsoft Office (Word, Excel, Power Point), Internet, Online Research

Languages: Fluent with full working knowledge in English, French, and Arabic

Marketing Research, Marketing Communications, Teamwork, Interpersonal Skills, Flexibility & Adaptability

## INTERESTS

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Member of the **Lebanese Boyscout Association** for 7 years

Volunteered at **Lebanese Red Cross** for 3 years