

Mosbah Hajj

bahoatwork@gmail.com | Al-Werdaniah | El Chouf, Mount Lebanon | +961 3 599074

Summary

Seeking a position where I can maximize my management and program development experience.

Education

Bir Hasan Technical School, Beirut, Beirut Governorate
Banking, Deferred

July 2007

Technique Superior (TS)

Ali Al Akbar Technical School, Beirut, Beirut Governorate
Accounting and Computer Science, Graduated

August 2004

- Technical Baccalaureate (BT)
 - Member of Basketball team
-

Employment History

Samana For Travel and Tourism s.a.l, Beirut , Beirut Governorate
Head of Marketing & Business Development

February 2014 - Present

- Request and schedule meetings with penitential corporate clients.
- Follow-up with the clients on monthly basis.
- Follow-up with the creative agency regarding branding, development, social media management, production and marketing tasks.
- Communicate directly with the advertising companies for all campaigns preparations.
- Outdoor sales.

Genesis IMS (Part of Cypra Media Inc.), Beirut , Beirut Governorate
Affiliate Marketing Account Manager

February 2006 - February 2014

- Work with ESP (Yahoo and AOL): IPs white-listing request, create and manage feedback-loops, blocks and errors troubleshoot, customer care contact.
 - Work with ISP: dedicated servers purchasing and setup, reserve dns/ptr records, reboot, technical support tickets.
 - Work with domain names registrar (Godaddy, Namesecure, Directnic...): domain names purchasing, dns setup, manage whois contact info, hosting plans purchase and setup, web-mail, ftp files upload.
 - Manage clients accounts: daily review, send daily mailings for Yahoo/AOL subscribers, data management, process unsubscribe requests, complaints rate monitoring.
 - Billing: organize and print monthly invoices and receipts of dedicated servers, domain names and hosting orders.
 - Work with affiliate marketing and cpa advertising agencies: Clickbooth, w4, Commission Junction, Cpadna and others.
-

Hobbies & Interests

- Basketball

Professional Skills

B2C Sales
Sales Customer Service
Teamwork
Quick learner

Languages

English	Intermediate (speaking, reading); Basic (writing)
Arabic	Native