



HAJAR M. OSMAN

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OBJECTIVE

Seeking a job opportunity in a progressive organization that offers opportunities for advancement where my skills can be employed and developed to get the most professional results.

PERSONAL INFORMATION

Date of Birth	November 1, 1991
Nationality	Lebanese
Marital Status	Married

EDUCATION

2009-2013	Faculty of Information and Documentation Lebanese University	Bachelor in Public Relations and Advertising
2008-2009	Lycee Of Ghobeiry	Lebanese Baccalaureate in Social Economics

WORK EXPERIENCE

June 2018 - till present

Saba Group

Director of content sales and acquisitions

Responsibilities and duties:

- Deciding what content the company is going to acquire and distribute.
- Developing a content distribution strategy.
- Utilising social media and other marketing channels to promote content.
- Capturing a variety of metrics to measure the effectiveness of our content, retooling our approach based on those results.
- Ensuring that the content that's being acquired is helping to drive the ultimate business goals.
- Building and maintaining strong, long-lasting customer relationship.
- Developing key growth sales strategies, tactics and action plans.
- Identifying new content partners, executing acquisition strategy and growing a content library.
- Attending events, running and managing outreach campaigns and related business development activities and initiatives.
- Identifying new content providers amongst TV channels, digital media/streaming companies, online publishers,

independent producers, video platforms and social video creators.

- Identifying content demand and have the ability to meet requirements rapidly.
- Understand the customers' business needs and requirements.
- Effectively communicate the value proposition through proposals and presentations.
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails;
- Cold calling to arrange meetings with potential customers to prospect for new business;
- Responding to incoming email and phone enquiries;
- Negotiating the terms of an agreement
- Gathering all information related to the Media market and channels;
- Representing the company at trade exhibitions, events and demonstrations;
- Negotiating on price, costs, delivery and specifications with buyers and managers;
- Challenging any objections with a view to getting the customer to buy;
- Liaising with suppliers to check the progress of existing orders;
- Reviewing my own sales performance, aiming to meet or exceed targets;
- Gaining a clear understanding of customer's businesses and requirements;
- Feeding future buying trends back to the Manager;
- Attending team meeting and sharing best practice with colleagues;
- Handling invoices and receipts;
- Making sure deadlines are met.

June 2014 - June 2018

Media Link International

Senior sales Executive

Responsibilities and duties:

- Listening to the clients to discuss their needs and requirements
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails;
- Cold calling to arrange meetings with potential customers to prospect for new business;
- Responding to incoming email and phone enquiries;
- Negotiating the terms of an agreement
- Gathering all information related to the Media market and channels;
- Representing the company at trade exhibitions, events and demonstrations;
- Negotiating on price, costs, delivery and specifications with buyers and managers;
- Challenging any objections with a view to getting the customer to buy;
- Liaising with suppliers to check the progress of existing orders;
- Reviewing my own sales performance, aiming to meet or exceed targets;
- Gaining a clear understanding of customers businesses and requirements;
- Feeding future buying trends back to the Manager;
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- Handling invoices and receipts;
- Making sure deadlines are met.

May 2012 - June 2014

The Metropolitan Club S.A.L

Receptionist

Responsibilities and duties:

- Working within a reception environment providing a telephone answering, admin and reception service as well as organising the post, welcoming visitors and providing hospitality towards guests and clients.
- Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner.
- Answering all incoming calls/emails and re-routing them to relevant parties.
- Dealing with any enquiries at the reception.
- Data entry into internal systems.
- Reporting any problems to the office manager.
- Operating a computer system and switchboard.

Sep 2011 – Apr 2012

Reach international

Sales Executive

Responsibilities and duties:

- Dealing with customer enquiries face to face, over the phone or via email.
- Contacting prospective customers and discussing their requirements.
- Working closely with the marketing team to produce any sales collateral required for the target market.
- Identifying what customers want.
- Developing a full understanding of the business market-place

Oct 2010 – June 2011

Cellini Café Restaurant

Waitress

Responsibilities and duties:

- Demonstrated ability to greet patrons, present menus, make recommendations and answer questions regarding food and beverages.
- Proven ability to communicate with kitchen staff, provide orders to customers, collect funds, and maintain proper accountability for orders and funds.
- Dedicated and meticulous – high level of accurateness and attention to detail.

June 2010 – Oct 2010

Zap Reach Integrated

Marketing Officer

Responsibilities and duties:

- To search market for potential customers.
- To take survey of market, related to price and location.
- Meet with clients and maintain data of leads.
- Marketing research from the existing and potential customers.

Jun 2010-Dec 2010

So Pure CO.

Telemarketer

Responsibilities and duties:

- Deliver prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product.
- Explain products or services and prices, and answer questions from customers.
- Obtain customer information such as name, address, and payment method, and enter orders into computers.
- Record names, addresses, purchases, and reactions of prospects contacted.
- Schedule appointments for sales representatives to meet with prospective customers or for customers to attend sales presentations.
- Conduct client or market surveys in order to obtain information about potential customers.

PERSONAL SKILLS

- Good organisation and prioritisation skills.
- Self motivated, proactive and hard working.
- Ability to listen and anticipate.
- Smart, Presentable Appearance.
- Good IT skills Word, Excel, Email and Internet.
- Accept and adhere to the need for strict confidentiality.
- Superior time management skills and strong attention to details.
- Fluent Arabic, French and English

ADDITIONAL TRAININGS

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| Jul 2009 – Aug 2009 | Byblos Institute
English language, Conversation Immediate |
| Jun 2005 - July 2005 | European Center
MS office, Excel, Power Point, Front page, Internet |

INTERESTS

Basket Ball, jogging, reading , music, discovering countries and meeting new people

REFERENCES

Available upon request