

+961 76330040

mosesmaaz@hotmail.com

Beirut, Lebanon

LINKS

Linkedin:  
http://linkedin.com/in/mosesmaaz

SKILLS



LANGUAGES



MOSES MAAZ

BUSINESS MANAGEMENT | BUSINESS DEVELOPMENT  
| HUMAN RESOURCES | SALES | MARKETING |

ABOUT ME

I am a highly-motivated, conscientious, and competent collaborator who possesses in-depth knowledge and expertise within these industries. With a proven track record of achievement, I can bring positivity, support, and a creative mindset to any team. I pride myself on taking ownership of challenging problems, maintaining high standards, and assisting my employer in achieving their commercial objectives. With a desire and passion for continuous professional development, I am confident I can add value to your organization by always ensuring your customers and clients receive the best service possible. With more than 5 years' experience in similar roles, I can be relied upon to deliver everything that I set out to achieve , whilst always seeking ways to help my employer grow, and save them money at the same time.

WORK EXPERIENCE

Digital marketing intern  
Xpandable agency / Jan 2022 - Jun 2022

Generated leads for link-building outreach for the company's clients.  
Worked with different marketing departments to learn about various types of online marketing.  
Mentored by SEO and google Ads experts.

Business development intern  
Impact group / Apr 2021 - Jun 2022

Developed processes for lead generation leading to 10% year over year revenue growth.  
Experimented with messaging to new potential customers, increasing conversion rate by 90%  
Analyzed and presented business cases to 7 executives in 75% of proposed projects.

Assistant Human resources intern  
O-lit / Nov 2020 - Mar 2021

Coordinated and led a team of 3 to 5 individuals.  
Organized a corporate event for about 400 employees and companions.  
Updated and organized 90% of the administrative information concerning to the hired and previously linked to the company.  
Conducted talent search and hired 15 candidates in 3 months.

Front office agent and Sales.  
Fitness Zone / Sep 2017 - May 2019

Provided customer service by greeting and assisting customers, and responding to customer inquiries and complaints.  
Participated and trained two new hires.  
Helped the sales departement achieving their targets.

Assistant manager and Sales  
Retail group / May 2015 - Jun 2017

Coordinate with the store manager to oversee all aspects of store operations, including inventory management, sales forecasting, staff scheduling, and customer service related issues.  
Lead a team of 8 employees each shift, define workflows, evaluate performance, and provide mentorship to facilitate professional growth.  
Drive training initiatives to enhance product knowledge and sales techniques for team members, resulting in a 10% increase in monthly sales.  
Interface with customers on a daily basis to ensure a high-quality experience and identify resolutions to order issues.  
Provided visual displays including window displays, decals, banners and floor sets.

EDUCATION

Business management and administration.  
Arab open university / 2019

COURSES

marketing founadtion  
linkedin / May 2022 - May 2022

financial accounting foundation  
linkedin / May 2022 - May 2022

strategic planning  
linkedin / May 2022 - May 2022

Digital marketing  
linkedin / May 2022 - May 2022

EXTRA-CURRICULAR ACTIVITIES

Member of lions, france  
CIFC / May 2022 - May 2022

Social worker  
Boderless Ngo / Aug 2022 - Aug 2022