

# Zakaria Janzi

✉ zakaria@blackberry productions

📞 +961 81 906 810

## WORK EXPERIENCE

### Business Developer Blackberry Productions

01/2019 – Present

Gothenburg

Blackberry Productions is production company headquartered in Gothenburg with offices in Beirut and Warsaw.

#### Tasks

- Client acquisition and relations.
- Fostering cross-functional relationships with internal and external stakeholders.
- Providing after-sales support to clients and ensuring customer delight.
- Touching base with clients regularly via telephone and email.
- Drafting contracts and agreements between the company and the client.
- Bookkeeping and preparation of annual sales forecast.

### Communications Officer Zoumorrod Auto Parts

06/2017 – 09/2018

Beirut

Zoumorrod Auto parts is a medium sized enterprise specializing in wholesale and retail of Japanese car auto parts.

#### Achievements/Tasks

- Handled communications with suppliers and external stakeholders.
- Received orders via telephone/email and dispatched orders.
- Provided support to a team of 3 salesmen.
- Managed operations during the absence of the manager.
- Provided after-sales support and dealt with customers' inquiries.

### Market Research Intern Harold (SaaS company)

05/2017 – 08/2017

Beirut

Harold offers a disruptive Classified Ads assistant that allows users to optimize the time, price, and platform of choice of their online transactions.

#### Tasks

- Collected, analyzed and presented data graphically and verbally to supervisors.
- Performed competitive analysis and reported relevant information to managers.
- Designed, built and maintained the company website temporarily.

### Project Manager Intern MIT Enterprise Forum Pan-Arab Region

05/2016 – 09/2016

Beirut

MIT Enterprise Forum (MITEF) Pan Arab is part of a global network of chapters dedicated to the promotion of entrepreneurship and innovation worldwide.

#### Achievements/Tasks

- Assisted in organizing startup events (Innovate For Refugees).
- Screened applications.
- Identified potential partners, sponsors and applicants.

## EDUCATION

### B.S in Entrepreneurial Business Management & Administration

Lebanese American University

09/2015 – 08/2018

Beirut

## SKILLS

Excellent knowledge in MS Office and Google Suite

Excellent oral and written communication skills

Analytical skill-set for data-based evaluation

Strong presentation & public speaking skills

Tech oriented

## LANGUAGES

English	●	●	●	●	●
Arabic	●	●	●	●	●
Swedish	●	●	●	●	○
French	●	●	○	○	○

## INTERESTS

Public Speaking

Business Psychology

Startups

Venture Capital

Parkour & Freerunning