

EDUCATION

Université Saint Joseph de Beyrouth (USJ) - Beirut, Lebanon <i>Master's in Marketing & Advertising</i>	2018-2020
Université Saint Joseph de Beyrouth (USJ) - Beirut, Lebanon <i>Bachelor's degree in Business Administration & Management</i>	2015-2018
Collège des Sœurs des Saints Cœurs - Lebanon <i>Lebanese Baccalaureate – SE Specialty</i>	2014-2015

EXPERIENCES

Advanced Construction Technology Services – Beirut, Lebanon <i>Sales & Marketing Coordinator</i> <ul style="list-style-type: none">Look for new businesses or people in existing companies in Qatar, Iraq, Pakistan and Jordan in order to build new work relationships.Manage renewal sales process for existing customer base.Sell engineering subscriptions for S & P Global (IHS Markit) company.Prepare sales quotes by collaborating with colleagues from S & P Global (IHS Markit) company.Provide all contracts in a timely manner and follow up with customers.Attend weekly meetings online with the Sales Director of S & P Global (IHS Markit) company.Design, build, and maintain the social media presence.Create content and optimize social media platforms.Create a calendar for each month to publish on social media.Design flyers, brochures, posters and business cards.Develop and implement marketing campaign plans.Launch ads to increase company and brand awareness.Use analytical tools to evaluate the company's social media presence and performance.	Oct 2021 – Present
Topotrade - Paris, France <i>Digital Marketing & Sales Executive (Remotely)</i> <ul style="list-style-type: none">Search for new leads and companies worldwide.Facilitate online conversations with customers and respond to queries.Preparing and sending quotes and proposals.Selling and buying land surveying instruments.Create online listings across e-commerce platforms.Develop and improve sales.Manage social media accounts.	May 2021 – Aug 2021
Noknok Groceries – Beirut, Lebanon <i>Marketing Trainee</i> <ul style="list-style-type: none">Brainstorm and develop ideas for marketing campaigns.Analyze Instagram insights.Create Content for social media.Define KPIs.Plan a schedule of activity across social media accounts.	Mar 2021 – Apr 2021
Beirut AI - Beirut, Lebanon <i>Marketing Trainee (Remotely)</i> <ul style="list-style-type: none">Manage and develop social media accounts.Create a way to reach more audience.Write and edit social media posts.Setup marketing plans for online events.	Oct 2020 – Feb 2021

Bank of Beirut SAL - Beirut, Lebanon**Aug 2019 – Jul 2020*****Junior Personal Banking representative***

- Account Management from opening to following up on all transactions.
- Processing applications for credit cards, safe deposit boxes, and loan requests.
- Explain banking services and products to clients.
- Resolve issues with banking services and accounts.

Société Générale de Banque au Liban SAL, Lebanon**Jul 2017 – Aug 2017*****Teller & Customer Service Trainee***

- Dealing with clients.
- Opening/closing an account.
- Processing cash deposit and withdrawal requests.

SKILLS

- Computing Proficient in Word, Windows, PowerPoint and Excel
- Communication and interpersonal skills
- Organizational skills
- Multi-tasking
- Ability to meet tight deadlines
- Flexible under pressure
- Teamwork
- IBM – SPSS
- Photoshop

LANGUAGES

- Arabic - Native
- English - Fluent
- French - Fluent