

# MIREILLE KADAH

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LinkedIn: [Mireille Kadah](#)

Ambitious and self-motivated. Dedicated to identifying customer needs and delivering effective solutions to all problems. Excellent time management skills combined with superior knowledge of the customer service industry. Adapt to various social media platforms and office technology programs. Bilingual, hardworking, and ready to join my next team.

## EXPERIENCE

- Aug 2021 - Present**      **Sales and Marketing Executive**  
La Ferme st. Jacques
- Preparing marketing, marketing campaigns, and sales strategies
  - Conducting extensive research on competitors' products and services.
  - Participating in exhibitions and conferences organized by the company.
  - Creating awareness of the products and services offered by the company.
  - Tracking sales data to ensure the company meets sales targets.
  - Negotiating the deals with the clients..
  - Writing monthly reports on the performance of the campaigns.
  - Internal auditor of Food Safety System with ISO SGS Academy Certification
- Nov 2020 - Feb 2021**      **Business Development Intern**  
B.O.T Bridge. Outsource. Transform
- Cold call and data creation: Generate new leads from open resources. Build-up of the listings as per unique services categories. Qualify newly generated leads.
  - CRM uplift: Calls to Oddoo entries: Leads and contacts. Removing unidentified entries from CRM leads and updating qualified entries.
- Jun 2020 - Aug 2020**      **Marketing Intern**  
T. Gargour & Fils s.a.l, Mercedes-Benz
- Data entry and collection for sales.
  - Report of data.
  - Sales analysis.
  - Social Media: Creating schedules (photos, caption, hashtags, etc...)
- Sep 2018 - May 2020**      **Hostess**  
DIVVY
- Part time job.
  - Managing tables and reservations.
  - Communication skills and sales.
  - Training for new hostesses.

## EDUCATION

- 2019 - 2021 • **University of Saint Joseph**  
**Master** in Business Concentration  
Management
- 2016 - 2019 • **University of Saint Joseph**  
**License** in Business Administration.

## CERTIFICATIONS

- Certificate of participation  
for Social Media &  
Marketing Program
- Food Safety Systems  
Certification; Introduction  
Training Course

## LANGUAGES

English - Proficient  
French - Proficient  
Arabic - Native