





ANIS BEYDOUN

Reliable, Resourceful, always eager to learn and improve my technical and soft skills in order to provide the best performance and results.

CONTACT

 Lebanon, Beirut

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 +96171046949

INTERESTS

- ✓ Sports: Football, Badminton, Biking, Gym.
- ✓ Passions: Hiking , Travelling, Music , Camping.


LANGUAGES


Arabic 


French 


English 


SKILLS


Time Management 


Team work 

Organization 

PowerPoint 

Word 

Excel 

Access 

♥ EDUCATION

2017 - 2020

Beirut, Lebanon

Bachelor's degree in Business Administration & Management
Saint-Joseph University

2014 - 2017

Beirut, Lebanon

French Baccalaureate in Economics & Sociology emphasis
Lycée Français International Elite

WORK EXPERIENCE

Dec. 2020 – Present

Beirut, Lebanon

Tamer Frères SAL

Marketing Intern

- *Performed researches at Manager's request.*
- *Conducted researches as assigned by marketing manager or director , and presented findings to supervisors.*
- *Attended meetings and training (Mont Blanc , Swatch , Flik Flak).*
- *Carrying out administrative and data entry-related tasks, and maintained organized files for the marketing team.*
- *CRM Database*
- *Data cleansing*

Jun. 2019 – Jul. 2019

Beirut, Lebanon

IMPEX (Exclusive dealer of Chevrolet, Cadillac & Isuzu)
Sales Intern

- *Interacted with customers and show cased car options*
- *Liaised the finance and sales department on new purchases*
- *Handled online sales inquiries in a timely manner*
- *Updated sales system database*
- *Ran daily reports*
- *Worked on daily tasks as needed.*

May. 2015

Beirut, Lebanon

L'Orient Le Jour
Intern

- *Ability to work under daily deadlines in a fast paced environment.*
- *Developed a keen eye to inaccurate information and formatting.*
- *Took the lead to influenced articles based on my strong interest in current events.*
- *Trained on publishing program and learned how to paraphrase, edit and publish.*