Ziad Omran

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Summary

I am a fast learner proficient in Microsoft Office, Adobe Photoshop, and Canva to produce outstanding work. My strengths lie in negotiation, communication, and problem-solving, skills that have been sharpened by my diverse experience. As a fluent multilingual in Arabic, French, and English, I offer a unique perspective and a talent for connecting with diverse audiences.

Key Skills

- Editing & translation
- Adobe Photoshop
- Communication
- Data Analysis
- Canva
- Problem Solving
- Microsoft Office
- Negotiation
- Technology & Security

Languages: Arabic, English, French

EXPERIENCE

Wise (Moscanet) | Beirut, Lebanon   **Mar 2023 – July 2023**
Corporate Sales Executive (B2B Full Cycle Sale)

- Conduct thorough market research to uncover potential prospects, utilizing cold calling and networking strategies, resulting in a consistent influx of new sales leads.
- Build and cultivate strong, long-lasting relationships with clients and key decision-makers, fostering trust and loyalty.
- Serve as the primary point of contact for customers, ensuring exceptional service and timely resolution of any concerns or issues.
- Stay updated on industry trends, competitor activities, and market conditions to provide strategic insights and recommendations.
- Utilize CRM software to track sales activities, manage customer relationships, and generate accurate sales reports and forecasts.

Student Helper | Remote   **Feb 2021 – Mar 2023**
Founder

- Match students with appropriate tutors according to the subject of their courses.
- Respond to student inquiries regarding assignments, courses, and research projects through various communication channels (email, phone, chat, etc.)
- Provide students with guidance and support to help them complete their assignments, courses, and research projects successfully.
- Collaborate with other team members to improve the quality and effectiveness of our student support services.
- Maintain accurate records of student and Tutors and ensure that all student data is kept confidential and secure.
- Stay up to date with the latest trends and technologies in education to provide the most relevant and effective support to students.

Omran Tools | Beirut, Lebanon   **Feb 2017 – Mar 2023**
Assistant Manager   **Oct 2019 – Mar 2023**

- Managing the company's online presence through social media to generate more sales.
- Identifying promotions and presenting them to clients in person or through social media posts.
- Managing data entry for inventory and customers into EDM solutions program.
- Representing the company in fairs and events and meeting with potential distributors.

Sales Executive (B2B)   **Feb 2017 – Oct 2019**

Implemented new sales strategies that prompted an increase in profit for the company. Main responsibilities:
- Building and maintaining existing relationship with over 200 monthly clients across Lebanon.
- Consistently achieving and exceeding monthly sales target
- Identifying sales opportunities and negotiating with potential clients.
- Ensuring timely and complete submissions and delivery of client orders.

BA United Holding | Beirut, Lebanon   **May 2018 – Sep 2018**

IT Intern
- Proactively monitored and efficiently resolved technical support requests, ensuring minimal downtime and smooth operations.
- Collaborated with the IT manager to configure Firewall applications on the network, enhancing security measures and protecting against potential threats.
- Provided reliable support to the IT manager by configuring and maintaining network and computer equipment, optimizing performance and reliability.
- Successfully installed and managed computer systems for new employees, ensuring a seamless onboarding process and enabling immediate productivity.
- Effectively managed employees' accounts using Windows Server and Active Directory, ensuring smooth access control and security protocols.

EDUCATION

University of Saint Joseph | Beirut, Lebanon   **2013 – 2017**

Bachelor of Science – Telecommunications

Projects & Academic Achievements:

University of Saint Joseph | Beirut, Lebanon

Sensor   **Jan 2016**
- Developed an innovative sensor utilizing an ultrasonic sensor and a microcontroller PIC18F22K45 to accurately measure the distance between objects.
- Implemented a dynamic display of the measured distance on an LCD screen and through LEDs.
- Designed the sensor schematic using Proteus, ensuring optimal circuitry and functionality. Wrote code in C to enable seamless integration and precise distance calculations.

Website   **Jan 2016**
- Developed a professional restaurant website from scratch using Visual Studio, utilizing ASP.NET in C# for seamless functionality and SQL for efficient database management.
- Spearheaded the design and implementation of both the front-end and back-end components of the website, ensuring a user-friendly and visually appealing experience for visitors.