

PERSONAL SUMMARY

A Lebanese University Graduate with a Bachelor’s in Marketing. I am an enthusiastic, highly motivated individual with a strong work ethic who is constantly seeking out new challenges and taking initiative. Currently seeking an opportunity in a dynamic environment to put my knowledge in business development and marketing into practice.

<b>EDUCATION</b>	
<b>Lebanese University</b> Bachelor in Marketing (Graduated with Honors)	<b>Beirut, Lebanon</b> September 2017 – June 2021
<b>Beirut Arab University</b> Physics	<b>Beirut, Lebanon</b> September 2016 – June 2017
<b>Modern Community School</b> Lebanese Baccalaureate, Life Sciences	<b>Beirut, Lebanon</b> September 2015 – June 2016

<b>WORK EXPERIENCE</b>	
<b>IBC Group</b> Part-time Business Developer	<b>Beirut, Lebanon</b> July 2021 – June 2022
<ul style="list-style-type: none"><li>Managed projects end-to-end with exceptional client servicing and execute custom learning projects for clients</li><li>Maintain accountability and responsibility for client projects and the overall client experience</li><li>Worked on SEMrush to improve keyword ranking for multiple clients</li><li>Managed LinkedIn accounts and consistently dealt with the outreach of potential clients</li><li>Monitored social media accounts to discover potential clients</li></ul>	
<b>Smart Services UK</b> Remote Customer Support – Social Media Specialist	<b>Beirut, Lebanon</b> March 2021 – July 2021
<ul style="list-style-type: none"><li>Supported users with their daily inquiries</li><li>Created Facebook Ad campaigns as part of the marketing activities for the company</li></ul>	
<b>Foundersbei</b> Business Developer Intern	<b>Beirut, Lebanon</b> February 2020 – April 2020
<ul style="list-style-type: none"><li>Conducted research to identify new target audiences and their needs</li><li>Established long-term relationships with existing clients</li><li>Acquired partners for MyClub (Startup incubated by Foundersbei)</li></ul>	
<b>Kurban Group (Allo Taxi)</b> Customer Service Representative	<b>Beirut, Lebanon</b> August 2018 – November 2019
<ul style="list-style-type: none"><li>Handled customer complaints and ensured their satisfaction</li><li>Reserved cabs through phone calls and other communication platforms</li></ul>	

LANGUAGES

Arabic: Native speaker / English: Highly proficient

SKILLS

Microsoft Office – Communication skills – Customer Service – Creativity & Problem Solving – Adaptability

REFERENCES

References available upon request

LinkedIn: <https://www.linkedin.com/in/mohamad-osseiran-750b891a9>