

Inass Ghadieh

Tel: +961- 79110052

inas.ghadieh@hotmail.com

A well-presented, motivated and responsible Marketing and Advertising graduate. Have strong leadership and management skills. A friendly and dedicated individual who is excellent at working in a team and under pressure in demanding environments

PROFESSIONAL EXPERIENCE

Full-Time Senior Accountant and Customer Service at La Douceur Present

Lebanon, August 2018 -

- Providing exceptional customer service by responding to individual client needs
- Performing data entry services regarding client's accounts and transactions
- Processing banking account transactions including withdrawals, deposits and payments
- Building strong relationships with customers and promoting top products and services
- Maintaining accurate records of all financial transactions on daily basis

Marketing & Sales Strategies Trainer in Makhzoumi Foundation December 2020

Lebanon, September 2019 –

In collaboration with Save the Children, delivering a training program focusing on

- Marketing Strategies for startups
- Digital Marketing strategies and tools
- Consumer Behavior
- Creative Thinking

Digital Marketer (Freelance)

Lebanon, September 2019 –Present

Managing online presence of a startup business by:

- Creating branding base
- Managing Social Media Presence
- Applying and managing SEO/SMO elements
- Scheduling and executing ads using several platforms
- Communicating with followers, responding to queries in a timely manner and monitoring customer reviews
- Creating content and Copywriting (focusing on keywords management)

English Teacher in Makhzoumi Foundation

Lebanon, February 2018 – June 2018

In collaboration with NGOs programs

- Creating lesson plans and teaching those plans to the entire class, individually to students or in small groups
- Tracking student progress and present information to NGOs' administration
- Maintaining order and discipline among students
- Assign, correct and grade homework assignments, classroom work, tests and quizzes

English Teacher in the American & British Language Center

Lebanon, May2017-September 2017

- Teaching students for six consecutive Levels (Conversation, Reading, Grammar)
- Enhancing speaking skills for students
- Ensuring the contents best reflects the needs, aims and interests of the individual

ACHIEVEMENTS AND AWARDS

-
- Awarded a training certificate for completing a training program at Banque du Liban
 - Awarded certificate for completing the Social Media & Digital Marketing course under Livelihoods and Inclusive Finance Expansion Project (LIFE) funded by the United States Agency for International Development (USAID)
 - Awarded Certificate for successfully completing a full course as Senior Accountant at the Practical Accounting Academy managed and supervised by certified accountancy Experts
 - Awarded ICDL Profile Certificate for successfully passing ICDL computer tests developed by ECDL foundation
 - Awarded Certificate for completing JCI Training created to provide participants with basic skills and tools to plan, develop and conduct an effective training programme
 - Awarded certificate for successfully completing the Psychological Support Programme offered by SPARK in collaboration with Al Fakhoora and Education Above All
 - Past humanitarian volunteer in SAMS, the Syrian American Medical Society
 - Participated in “Hayya Bina” organization dedicated to teach women English and producing timely researches to empower women to reach their greatest potential as leaders in our communities.
 - Participated in “Oasis” a community club that included sport activities, determination activities (swimming, cycling, and climbing) and brain activities (chess, etc.)

EDUCATION

American University of Science & Technology, Zahle, Lebanon	2012-2018
Major: Bachelor degree with high honors in Marketing and Advertising.	
Saadanyel High School , Bekaa, Lebanon.	2012
Baccalaureate in Sociology and Economics	

PERSONAL SKILLS

- Arabic: native language.
- French: intermediate (speaking, reading, writing).
- English: fluent (speaking, reading, writing)
- Transferable Skills including socializing, responsibility acceptance, planning, negotiating and problem solving
- Data entry skills
- Reading and Writing Skills: summarizing information and presenting it in written forms as well
- Adaptive Skills including flexibility, honesty, reliability, teamwork and patience