



## Racha Kabbani

📍 Beirut - Lebanon  
📅 12 JUNE 1998  
✉ Rachakabbani850@gmail.com  
☎ +961 70 74 76 92

### SKILLS

Organizational skills &  
Ability to multitask  
●●●●●●●●●●  
Problem-Solving &  
Decision making  
●●●●●●●●●●  
Planning & Attention to Details  
●●●●●●●●●●  
Social Media Management  
●●●●●●●●●●  
Team working  
●●●●●●●●●●  
Sales & Customer service  
●●●●●●●●●●  
Microsoft Office "word, Excel &  
Power point  
●●●●●●●●●●  
Omega System & CRM  
●●●●●●●●●●  
Photoshop & AutoCAD  
●●●●●●●●●●

### LANGUAGES

Arabic  
●●●●●●●●●●  
English  
●●●●●●●●●●  
French  
●●●●●●●●●●  
Turkish  
●●●●●●●●●●

## WORK EXPERIENCE

May 2021 - Present

### MARKETING COORDINATOR AT MASTERGROUP HOLDING *Lebanon & Qatar*

Develop, implement, and track marketing programs such as email, social media, and digital campaigns (Implements marketing and advertising campaigns by assembling, Analyzing sales forecasts; preparing marketing advertising strategies, plans, objectives; planning and organizing promotional presentations; and updating calendars). Analyze and report on the performance and efficiency of campaigns.

Oct 2020 - Apr 2021

### EXECUTIVE MANAGER AT CARIUR -STREDEN HOLDING- *Lebanon*

Overseeing the operations and activities giving constructive feedback to employees, and collaborating with other departments.

Dec 2018 - Apr 2021

### EXECUTIVE ASSISTANT CHAIRMAN AT STREDEN HOLDING *Lebanon & Turkey*

To provide administrative services including diary management, booking meetings, planning events, organizing travel and preparing travel itineraries, correspondence and prioritizing emails for the Chairman. To conduct research/analysis as directed by the Chairman. To produce reports for the Chairman as and when required.

## EDUCATION HISTORY

Oct 2022 - jan 2024

### Masters of Business Administration in Marketing **Lebanese International University**

Mar 2021 - May 2022

### Project Management Diploma "Basic" **CCE - Haigazian University**

OCT 2018 - Jan 2022

### Business Management **Modern University for Business and Science**

## TRAINING AND CERTIFICATES

Nov 2016 - Nov 2016

### PROFESSIONAL SKILLS DEVELOPMENT **PROGRAMINJAZ NGO**

Oct 2016 - Oct 2016

### VOLUNTEER UNITED NATIONS -UN- NGO

Sep 2013 - Jun 2015

### IMPORTANCE OF COMMUNITY SERVICE CLUBS

## REFERENCES AVAILABLE UPON REQUEST