

Omar Al Bakhour

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As a business enthusiast, I have the required technical skills to efficiently fulfill BA requirements such as, gathering requirements, creating dashboards/reports, and delivering appropriate documentation and presentations to stakeholders. I possess 2 years of valuable experience in business administration and operational activities within multiple industries. Most notably, I put great effort in fostering effective relationships that help in taking the business to the next level.

EDUCATION

Bachelor of Business Administration (B.B.A.) - Business Administration Oct 2016 - Jul 2019
Babeş-Bolyai University, Cluj-Napoca

EXPERIENCE

Business Development Executive Mar 2021 - Present
ZOI Designs, Beirut

- Prospecting and creating new sales leads via cold calling, emailing, and other sales tools and platforms with continuous pipelining management.
- Understand the company's offering and communicate brand identity successfully.
- Maintaining records and documents in accordance with rules, policies, regulations, and procedures.
- Create, manage, and provide accurate sales reports and forecasts on time.
- Develop a growth strategy focused both on financial gain and customer satisfaction.
- Market intelligence research – new interior design and material trends.

Advertising Coordinator Intern Jul 2020 - Sep 2020
Media Link International, Beirut

- Coordinating Deals with TV Channels in the MENA department.
- Providing project to the Sales and Marketing Department.
- Reviewing client contracts.

Management Intern Sep 2018 - Oct 2018
Ijazi Investment Group, Saida

- Worked on bidding for United Nations Development Program.
- Reporting Daily tasks to management.
- Coordinating vehicle management.

SKILLS

Expert in: Excel, Powerpoint, Word, Outlook