

Mohamad Thaibiche

Administrative Assistant at Unite Lebanon Youth Project

To secure a position as a public relations / marketing professional in order to utilize my administrative, marketing, and interpersonal skills with accuracy and efficiency while maintaining a motivated, productive, and goal oriented environment for the entire professional team on board while maintaining extensive customer loyalty.



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📍 Saida, Lebanon

WORK EXPERIENCE

Administrative Assistant Unite Lebanon Youth Project

01/2020 - 11/2020

Beirut, Lebanon

Achievements/Tasks

- Giving full administrative and secretarial support to the Officer Manager.
- Deal with inquiries from all staff, students, and visitors in a courteous and professional manner (face-to-face, over the phone, and through email).
- Provide effective administrative support to the Data Manager.
- Maintaining computer and manual filing systems - Coordinating office procedures.

Marketing Executive Emirates Motor Company - Al Fahim Group

10/2018 - 10/2019

Abu Dhabi, United Arab Emirates

Achievements/Tasks

- Creation of Marketing Strategies across Channels and Execution to Drive Traffic.
- Understand business challenges and opportunities and advise centers on marketing solutions both online and offline, across Retail/Fleet/After Sales/Accessories.
- Completion and submission of marketing planners focusing on activity, spend and results.
- Develop strategic marketing initiatives and activities.
- Create branded advertising campaigns and support the marketing and design teams by coordinating and collating content.

Junior Marketing & Events Professional Abu Dhabi University Knowledge Group

09/2015 - 09/2018

Abu Dhabi, United Arab Emirates

Achievements/Tasks

- Managing all social media Platforms including LinkedIn, Twitter, Facebook, and Instagram.
- Managing the process of development in all events and maintaining the workflow efficiency in the office.
- Coordinating the Marketing Plan and making sure that all tasks are done on time.

EDUCATION

Banking & Finance

Emirates Institute for Banking and Financial Studies

01/2013 - 05/2017

Abu Dhabi, Lebanon

SKILLS

Photoshop

Microsoft Office

ClickDimension

Microsoft CRM

Teamwork

Leadership

Problem solving

Ability to work under pressure

Organisation

Perseverance and motivation

ACHIEVEMENTS

Employee of the Month

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

REFERENCES

Ahmad Yassin - (971) 55 876 3311 - a.yassin@knowledgegroup.co

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