

# Amir Wehbi

Jamhour, Lebanon | +96179317623 [wehbiamir13@gmail.com](mailto:wehbiamir13@gmail.com)

<https://www.linkedin.com/in/amir-wehbi-369117205/>

A successful Marketing and Sales person who is able to engage with clients with a professional and friendly manner. A well-organized PR who's able to maintain long term relationship with clients, excellent knowledge in customer service, insurance, and nightlife.

## EXPERIENCE

### Lia Assurex

#### Life Insurance advisor

Jan 2024 - Present

- Identifying sales opportunities and potential clients.
- Assessing the client's needs and offering the appropriate solutions.
- Preparing quotes, following up on payments and working on retaining and renewing insurance policies.

### White Walls

#### Executive assistant

Feb 2024 – Oct 2024

- Act as the primary liaison between clients and designers.
- Ensuring effective communication and prompt resolution of inquiries.
- Develop and implement marketing strategies to promote store and design service.
- Managing social media campaigns and organizing promotional events.
- Provide high-level administrative support, including managing schedules, coordinating meetings, and handling correspondence.

### Salma Loves Beauty

Aug 2023 – Jan 2024

#### Marketing and sales executive

- Providing and leading natural and eco-friendly personal care products dedicating to promoting health and the wellbeing.
- Identifying and researching for potential business clients and industries to generate new business leads.
- Market research techniques and being informed about industry trends, competitors and market developments to identify new opportunities.

### Night Life

#### Public Relations

Jun 2021 – Dec 2022

- Working with night clubs such as; Sayf, Arch, Caprice, Blu bay, Frozen

- Cherry and other public and private parties Assessing the client's needs.
- Establishing and maintaining relationships with consumer, community, and public interest groups.
- Communicating with the public and administrating the creation and publishing of relevant, original, high-quality content for higher brand exposure on social media platforms.

## **Fashmore**

### **Marketing and Sales Associate**

Jul 2019 – Sep 2021

- Managing daily operations which drove the business' success with an error rate of 0% with increased retention levels.
- Meeting customer expectations in terms of efficiency, accuracy, timeliness and professionalism of response.
- Fully utilizing and inputting to Customer Relationship Management data, ensuring all customer information is complete and kept up to date, and ensuring all customer needs are met and sales opportunities are maximized.

## **EDUCATION**

### **Bachelor of Arts (B.A.)**

2019 - 2023

*American University of Science and Technology, Ashrafieh*  
Business Marketing

## **Core Competencies and Skills**

- Management and Interpersonal Skills
- Customer Service
- Communication Skills
- Customer Relationship Management (CRM)
- Content Creation skills
- Community management
- Analytic skills
- High quality service Languages
- Punctuation and Time management
- Marketing
- Social Media management skills
- Operation efficiency
- Strategic planning
- Microsoft Office Tools (Word, Excel & PowerPoint)

## **LANGUAGES**

Arabic: Native

English: Proficient

French: Intermediate