

Rola Shreyteh



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Residency: Lebanon-Beirut

OBJECTIVE

A highly motivated and results-oriented professional with 2 years of experience in human resource recruitment, Business development executive. Seeking a challenging position in project assistance where I can leverage my skills, expertise, and proven track record to contribute to the success of the organization.

EDUCATION

Name of university: Lebanese International University Beirut, Lebanon
Degree: Undergraduate Master of Business Administration in Human Resources Management
Year of graduation: Current

Name of university: Lebanese International University Beirut, Lebanon
Degree: Bachelor's in Business Management
Year of graduation: Spring 2020

PROFESSIONAL EXPERIENCE



Skill Up MENA, Saudi Arabia - Remote

Assistant Commercial Director & Business Development Executive

2021-Current

- Effective communication for interaction at all levels.
- Interpersonal skills to build relationships and handle sensitive matters.
- Teamwork and collaboration for cross-functional engagement.
- Sales and Negotiation
- Strategic Thinking
- Relationship Building
- Market Research and Analysis
- Lead Generation and Prospecting
- Customer Relationship Management (CRM)
- Conduct market research to identify potential target markets, industry trends, and competitive landscapes.
- Generate leads and prospect potential clients through various channels, including networking, cold calling, and digital marketing.
- Qualify leads and assess their fit with the company's products/services.
- Develop and implement strategies to convert leads into customers.
- Cultivate strong relationships with key clients, stakeholders, and partners.
- Understand clients' needs, objectives, and pain points, and tailor solutions to meet their requirements.

- Provide exceptional customer service and support to ensure client satisfaction and retention.
- Collaborate with the customer success team to address client concerns and resolve

SKILLS

Languages: Arabic (native), English (fluent).

Computer Skills: Microsoft office (Excellent in Excel- PPT – Word)

Professional Development

- Certificate of Completion course in 10 Minutes Communication Skills
- Certificate of Completion course in 10 Minutes Managing your time
- Certificate of Completion course in 10 minutes Answering the Telephone
- Certificate of Completion course in Connecting Business Ethics & Personal Discipline
- Certificate of Completion course in Cultivating a Growth Mindset
- Certificate of Completion course in Emotional Intelligence & Empathy
- Certificate of Completion course in Empathy ADA: Sympathy vs. Empathy
- Certificate of Completion course in Ethics and integrity
- Certificate of Completion course in Learning Experience Platform
- Certificate of Completion course in Positive Thinking Module
- Certificate of Completion course in Business Writing

REFERENCES

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| Skill Up | Rima Kichly | +961 76087867 |
| Skill Up | Ragy Saleh | +971 50 708 2800 |