

Chaza Yassine

Small Business Owner

Address: Beirut, Lebanon | **Phone:** +961 81 991 747
Email: chazayassine@hotmail.com | **Nationality:** Lebanese

Summary

A dedicated and proficient Small Business Owner with 2+ years of experience in the business and NGOs industries. Proven record of monitoring the day-to-day operations of the business. Effective leader who performs well in collaborative environment with customers. Adept at reviewing sales reports, comparing goals and taking responsibility for the growth and stability of the business. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

Experience

Small Business Owner – 06/2021 to Present

Beads by Cee

- Maintain relationships with vendors and suppliers in order to provide high-quality products and services to customers while conducting research on new markets, products, and technology
- Manage the financial aspects of the business such as budgets and cash flow while monitoring and resolving quality, cost and delivery issues
- Complete profit and loss performance reports while developing and implementing new sales and marketing strategies to increase business and marketing
- Responsible for the day-to-day operations of the business while answering customer questions and inquiries and maintaining customer satisfaction

Intern – 05/2022 to 08/2022

Secours Populaire Libanais, Beirut, Lebanon

- Conducted data entry and credit balances on patient's accounts, and was responsible for inventory management while overseeing medical insurances and payments policies
- Developed and drafted internal and external documents and materials to build or retain relationships with donors, volunteers, community members, and other supporters of the non-profit organization
- Increased awareness of the affiliates goals and the mission it serves, to as wide of an audience as possible while monitoring a variety of activities for the purpose of achieving goals and meeting organizational objectives
- Participated in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the organization

Education

Bachelor's degree in Business Administration and Management – 2023

Saint Joseph University, Beirut, Lebanon

Courses

The Fundamentals of Digital Marketing – 2021

Google

Memberships

Member of the Student Council, Saint Joseph University — 2022

Member of the Student Committee, Lycée Franco-Libanais — 2019

Skills & Expertise

- Leadership
- Team Management
- Communication & Negotiations
- Market Research
- Business Development
- Problem Solving
- Time Management
- Negotiations & Contracts
- Policies & Procedures
- Selling Techniques & Strategies
- Microsoft Office
- Marketing
- Project Management
- Customer Service

Languages

Arabic: Native | **English:** Fluent | **French:** Fluent | **Spanish:** Basic