

HUSSEIN AKAR

📍 Beirut, Lebanon / UK Citizen

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Hardworking and enthusiastic college graduate working towards a B.S. in Business, with a focus in Marketing. I have engaged in multiple internships during my studies, and have proven to be a diligent and committed team member. I am seeking to develop my experience of Social Media & Marketing along with my advanced communication skills in a professional context. I am currently looking for a full-time position within my functional area ahead of my graduation – end of year 2023.

RELEVANT EXPERIENCE

Cherine Saade Atelier | Executive Assistant

– Marketing & Customer Relations:

- o Developed and maintained contact with clients, partners, and other stakeholders to strengthen relations.
- o Analyzed customer feedback to identify areas for improvement by gathering data, and generating insights for decision-making. Developed strategies to increase customer satisfaction and planned implementation.
- o Contributed to developing new ideas for company branding, promotional campaigns and marketing.
- o Conducted market research to identify potential business opportunities and target markets.

– Communication & Operations:

- o Managed a team of employees by setting clear goals and delegating tasks to ensure deadlines are met. Supported the manager in supervising the workforce, and contributed long-term solutions for training, scheduling, and performance reviews.
- o Assisted in overseeing daily operations, ensuring smooth workflow and efficient execution of tasks.
- o Communicated with clients to determine project requirements, and ensuring objectives are met as the project evolves.

Maria International Trading | Administrative Associate

– Customer Relations

- o Managed communications with clients and established clear standards and policies for customer-facing operations.
- o Enforced company policies and procedures, resulting in fewer mistakes and improved customer service.
- o Handled customer relations while integrating learnings into the feedback loop.

– Operations & Administrative Support

- o Managed and maintained office operations, ensuring efficient workflow internally and externally.
- o Provided administrative support to executives and staff. Coordinated schedules, meetings, and deadlines, as well as handling travel arrangements, including booking flights, hotels, and transportation for staff and leadership members.
- o Managed office supplies and inventory, placing orders and ensuring adequate stock levels.
- o Assisted in HR-related tasks including new employee onboarding, maintaining employee records, and benefits administration.

FORMAL EDUCATION

Bachelor of Science in Business, Lebanese American University

- Specialized in Marketing
- Relevant Modules include: Fundamentals of Oral Communication, Customer Experience Design, Marketing Research & Strategy, Brand Management, Operations & Production Management

High School Degree, City International School

- Engaged in multiple community service initiatives as part of elective courses

COMPETENCES

Languages:	Arabic (Native), English (Native), French (Moderate)
Technical Skills:	MS Office (Word, Powerpoint, Excel), Social Media Analytics platforms
Soft Skills:	Effective Time Management, Multi-tasking and Prioritisation, and Creativity, High proficiency in Communications and Adaptability, Fast-learner.