

Self-motivated, ambitious, and creative public relations & Communications professional between Fintechs and Banks. Successful communication with the internal and external employers about the projects, events, or campaign expectations and goals, successfully build and maintain good working relationships with internal and external customers.

Work History

2022-08 Present	<div>Business Support Coordinator <i>Fintech Galaxy, Dubai, UAE</i><ul style="list-style-type: none">• Communicating with clients or employers about projects, events, or campaign expectations and goals• Preparing weekly reports of activities status• Supporting the team, delegating tasks, and work collaboratively to contribute to achieving the team’s business outcomes• Ensuring all correspondence and briefing requests and associated requests are recorded and actioned in appropriate databases• Working on PowerPoint - creates edits and produces presentations• Working on Excel sheet – use data analysis tools, edit and create detailed sheets</div>
2022-07 – 2020 -08 Current	<div>Research Analyst <i>Fintech Galaxy, Dubai, UAE</i><ul style="list-style-type: none">• Assisting in cultivating community innovators (fintechs, professionals, individuals)• Collaborate with the Innovative Program Unit to understand the needs of our partners or clients, target research to their benefit, and crowdsource relevant fintechs/ solutions/ products...• Promote the current innovation challenges in the community and source solutions• Conduct open banking research with API exposure to join our open banking platform• Contact and conduct calls with fintech companies to assess their relevancy to the bank’s needs, and onboard them on the fintech community• Prepare and pitch presentations to showcase Fintech Galaxy’s profile to attract and onboard ecosystem players• Conduct surveys, research calls, meetings, and analysis findings to optimize FTG’s services and operations.• Ensure that onboarded fintechs are qualified based on pre-set standards and requirements (based on maturity level/ location/ services...)• Maintain and update Fintech Galaxy’s fintech database, use relevant tools to organize and analyze data</div>

NAZEK KHATIB

Business support coordinator & Research Analyst

Contact

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Languages

Arabic

English

French

Skills

Communication

Creativity

Social Media

Public Speaking

Research skills

Multitasking

Team work-oriented

2023 Present	Sales Development Representative – SDR <ul style="list-style-type: none"> Identify potential customers and generate new business opportunities for the company. Managing leads through the sales pipeline by setting appointments, following up on leads, and tracking progress towards meeting sales goals. Attend networking events and trade shows to build relationships and generate leads. Set appointments and follow up on leads. Track progress towards meeting sales goals Collaborate with the sales team to develop strategies for reaching sales targets. Use HubSpot and Click Up Applications to manage leads and sales activities. Report to sales manager with weekly, monthly, and quarterly results. Build long-term, trusting relationships with prospects to qualify leads as sales opportunities. Identify the needs of prospects and suggest appropriate products or services. Performing regular follow-up calls or emails and facilitating communication with existing customers to ensure their satisfaction and identify new potential needs. Presenting product information to customers once you have identified their needs. Creating relationships with customers to identify their potential needs and qualify their interests and viability to drive sales. Initiating contact with potential customers through cold-calling or responding to inquiries generated from advertisements.
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2017	Bank Audi (Branch and HQ Department) <i>Beirut, Lebanon</i> <ul style="list-style-type: none"> Enrollment for 2 months in the internship program Acquired knowledge of the overall Banking system
2016	Bank of Beirut (HR Department – Training and Development Unit) <i>Beirut, Lebanon</i> <ul style="list-style-type: none"> Training for 2 months in Counter Operations and Customer Services

Education

2021 2018-	Master’s degree in Digital Banking Strategies and Financial Technologies <i>University of Saint-Joseph - Beirut, Lebanon</i>
2018 2015-	Bachelor’s degree in Banking and Finance <i>University of Saint Joseph – Beirut, Lebanon</i>

Certification

2018	From Institut Supérieur d’études Bancaires Association des Banques du Liban (ISEB) <i>University of Saint Joseph – Beirut, Lebanon</i>
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