

# Rayan Yamout

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## OBJECTIVE

I am a self-motivated, ambitious, and organized individual, seeking a reputable company where my education, experience, and skills will be utilized. This experience will allow me to extend my knowledge and utilize my skills and experiences to attain maximum efficiency and effectiveness in performing various tasks.

## WORK

### EXPERIENCE

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#### Current Position: Public Relations Specialist

*Aljazari International Schools*

- Building relationships with new media contacts and maintain relationships with existing contacts
- Managing media requests in a timely and professional manner
- Ensuring all communication is cohesive with the brand image
- Planning and supervising events, fairs, conferences etc.
- Supporting the implementation of promotional plans

#### HR Coordinator - Executive Assistant

#### Previous Position: Educator

*Harvest International Schools*

*Jul/2022- Jan/2024*

- Assisting with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Scheduling meetings, interviews, events and maintaining agendas.
- Performing orientations and updating records of new staff.
- Maintaining both hard and digital copies of employees' records.
- Assisting with performance management procedures.
- Acting as the point of contact between the executives and internal or external colleagues

*Istanbul, Turkey*

#### Branch Manager

*Taj Suites Furnished Apartments (Property Management Company)*

*Mar/2021-May/2022*

- Providing training, coaching, development and motivation for all personnel
- Overseeing budgeting, reporting, planning, and auditing.
- Looking for growth opportunities within the branch.
- Ensuring marketing strategies are executed.
- Identifying risks within the business.

*Istanbul, Turkey*

#### Sales and Marketing Supervisor

*Nogard Global (E-commerce Company based in USA)*

*Nov/2020 - Mar/2021*

- Preparing and completing, marketing action plan.

- Maintaining positive business and customer relationships in the effort to extend customer lifetime value.
- Providing information by collecting, analyzing, and summarizing data and trends.
- Meeting marketing and sales financial objectives by forecasting requirements and preparing annual budgets.
- Identifying marketing opportunities by understanding consumer requirements.
- Generating new ideas and driving continual optimization of marketing campaigns.

*Istanbul, Turkey*

### **Operations Manager**

*Rouf Stays (Property Management Company)*

*Oct/2017- Sept/2020*

- Identifying and addressing problems and opportunities for the company.
- Ensuring all operations are carried on in an appropriate, cost-effective way.
- Developing, implementing and reviewing operational policies and procedures.
- Purchasing materials, planning inventory and overseeing warehouse efficiency.
- Examining financial data and using them to improve profitability.
- Improving operational management systems, processes and best practices

## **EDUCATION**

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### **Bachelor in Hospitality Management**

*Lebanese University (LU)*

Graduation Date: November 2018

*Beirut, Lebanon*

### **Lebanese Baccalaureate**

*Ali Ben Abi Taleb High School-Al Makassed*

Graduation Date: June 2013

*Beirut, Lebanon*

## **SOFT SKILLS**

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- Leadership
- Communication
- Team-Building
- Team-Management
- Multi-Tasking

## **COMPUTER SKILLS**

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MS Word, Excel, PowerPoint, Access, Google drive, Opera PMS, Elektra Web PMS, Eyotek and Internet use

## **LANGUAGES**

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- Arabic (*Native*)
- English (*Full Professional Proficiency*)
- Turkish (*Professional Proficiency*)
- French (*Limited Working Proficiency*)

## **CERTIFICATES**

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First Aid Training Certificate - *Harvest international Schools*

*Aug/2023*