

Hussein Rammal

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Summary

Administrative assistant with expertise in operations management, consulting, and digital marketing. Skilled in communication, attention to detail, and multitasking. Committed to optimizing processes, fostering growth, and exceeding expectations in a dynamic environment. Seeking for a full-time job

Skills & Expertise

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|---------------------------------|-----------------------|--------------------------------|
| • Leadership & Team Management | • Presentation Skills | • Communication & Negotiations |
| • Market Research | • Warehouse Operation | • Problem Solving |
| • Social Media Management Tools | • Order Fulfillment | • Attention to Detail |
| • Social Media Advertising | • Time Management | • Adaptability |
| • SPSS/ JAVA | • CRM / Reports | • Decision Making |
| • Email Marketing | • Empathy | • Strategic Planning |
| • Microsoft Office | | |

Professional Experience

Assistant Operation Manager – 01/2024 to 06/2024

L’ORIENT, Paris, France

- Cultivated Supplier partnerships for timely deliveries and favorable terms
- Managed inventory and warehouse, optimizing processes and cutting costs.
- Resolved operational challenges for smooth workflow and productivity.

Junior Consultant – 09/2023 to 1/2024

Business Executive Network, Vietnam

- Employed critical thinking to devise solutions for administrative tasks, staying updated on industry trends and emerging technologies
- Actively participated in 15 industry events annually, fostering professional relationships and staying abreast of industry trends.
- Presented research findings and strategic recommendations in clear formats, aiding informed decision-making for clients and internal teams.

Social Media Marketer – 05/2023 to 09/2023

KASHMIR.lb, Lebanon

- Developed and executed comprehensive social media strategies aligned with overall marketing objectives.
- Managed and optimized social media profiles on platforms such as Facebook, Instagram, Twitter, and LinkedIn.
- Created engaging and shareable content, including text, image, and video posts.

Projects

Marketplace Simulations – Innovative Learning Solutions, Inc. (60 Hours)

- Worked with teams on a Bicycles Business Project Concept (Market Research, Sales, HR Tasks...)

Hackathon Project – EMLV-Ecole de Management Leonard de Vinci (60 Hours)

- Submitted the “Clean Energy for a Clean World” Project to the municipality of Paris.

Certificates

Google Analytics Certification – 2023

Google Ads Search Certification – 2023

Internships

Electro-Mechanical Technician – 05/2021 to 08/2021

Industrial Co. for Elevators (Eiffel), Lebanon

Education

Master’s Degree in International Business Management – 2024

Ecole de Management Leonard De Vinci (EMLV)

Bachelor’s Degree in Electrical Engineering – 2022

Lebanese International University, Lebanon

Languages

Arabic: Native | **English:** Fluent (C1) | **French:** Intermediate(B1)