



# BATOUL EL HUSSEIN

Corporate Advisor - Business Development

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batoullhussien@gmail.com 

## EDUCATION

### Beirut Arab University

Bachelor's Degree in Marketing  
28 June 2018

### LaCime II School

Lebanese Official Bac II - Sociology and Economics  
2015

## CERTIFICATE

### ICDL Profile Certificate

Beirut Arab University 26 April 2018

## SKILLS

- Problem - Solving
- Critical - Thinking
- Oral and Written Communication
- Leadership
- Time Management
- Presentation Competency
- Computer Literate
- Research Expertise

## LANGUAGE

- English
- Arabic

## WORK EXPERIENCE

### Corporate Advisor

Dubai - UAE

Shuraa Business Setup | Jan 2022 - Present

- Helping Entrepreneurs establish their Business in UAE
- Providing client not only with company's documentation, but also equipping them with the necessary tools to promote, develop and grow their business.

### Account Manager

Beirut - Lebanon

Media Solution | 2020 - 2021

- Creating a marketing plan and calendar to generate sales on social media platforms.
- Manage client's pages on different social media platforms (clients are based in the gulf area Qatar, UAE, and Kuwait). Copyright.
- Knowledge of advertising rules and regulations through social media and communication skills.
- Website content creation.

### Procurement Officer

Beirut - Lebanon

Bepro | 2019-2020

- Managing investors and maintaining accurate purchase and pricing records.
- Preparing plans for the purchase orders of equipment, services, and supplies.
- Purchase requisitions and purchase orders in a purchasing database.
- Prepare the required procurement documents, and review and process purchase requisitions.
- Responsible for order placement, timing, supply/demand alignment, material replenishment, and supplier performance.
- Maintaining good supplier relations and negotiating contracts.
- Preparing budgets, cost analyses, and reports.

## **Administrative Assistant**

Beirut - Lebanon

Clean n Clear | 2018 - 2019

- Handling office tasks, such as filing, generating reports and presentations, and recording supplies.
- Preparing papers for public security ( Residency Visa, Immigration card, Insurance..). Reply to email, telephone, or face-to-face inquiries.
- Schedule and coordinate meetings, appointments, and travel arrangements.