

CEZAR ZEBIAN

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BUSINESS DEVELOPMENT & OPERATIONS SUPPORT ASSOCIATE

CRM Tools • Lead Generation • Data Analysis • Reporting • Client Coordination

Profile

Business Development-focused professional with a background in financial markets, including forex and commodities trading. Experienced in identifying opportunities, conducting market research, and supporting business growth through structured outreach and pipeline development. Skilled in managing prospect data, coordinating follow-ups, and contributing to client-facing activities using tools such as Salesforce, LinkedIn, Apollo, and Crunchbase. Combines analytical thinking with commercial awareness, developed through hands-on trading and business development experience. Proficient in Excel, Microsoft 365, and data handling, with experience in reporting, lead tracking, and coordination. Seeking a junior Business Development or Operations role where I can contribute to pipeline growth, market research, and efficient business execution

Key Competencies

- Operations & Administrative Support
- Data Entry, Data Management & Reporting
- Lead Generation & Market Research
- Sales Pipeline & Lead Qualification Support
- Market Analysis & Financial Data Interpretation
- Customer, Lead & Stakeholder Support
- CRM Data Management, Documentation & Data Accuracy
- Business Development
- Outreach Coordination & Lead Follow-Up

Education

Bachelor's degree in Business Administration
Modern University for Business and Science, Lebanon

09/2022 to 01/2026

Experience

Business Development Intern (Part Time, Remote)

01/2026 to present

Valsoft Corporation, Lebanon

- Performed in-depth analysis and compiled results to identify the business's priorities and goals.
- Lead generation specialist: Research new suitable vertical market software businesses for Valsoft to acquire.
- Collected and organized data on potential leads, initiating contact with leads through various methods,
- Evaluated the quality of leads, determining their potential as customers, and developing and maintaining relationships with leads to nurture them through the sales funnel.
- Used data processing programs to enter information into a database and a documentation platform.
- Used advanced sourcing tools and platforms, including but not limited to LinkedIn, Salesforce, Apollo, and Crunchbase, to acquire VMS companies.
- Collected and compiled data related to work objectives and kept records of research activities.
- Work closely with the team in all team meetings, track schedules and deadlines, and follow up on important tasks

Freelance Trader & Introducing Broker (IB) Supp

01/2022 to present

CFI Financial Group, Lebanon

- Analyzed financial markets using technical, fundamental, and sentiment indicators to support trading decisions.
- Managed and monitored trading activities while maintaining structured logs and performance tracking reports.
- Acted as an Introducing Broker (IB) support, assisting in managing and following up with 25+ client accounts under supervision.

- Supported client-oriented activities, including account monitoring, communication follow-ups, and basic guidance within predefined frameworks.
- Stayed updated on market trends, economic news, and price movements to identify opportunities and risks.
- Applied risk management practices including position sizing and stop-loss strategies.
- Developed strong client handling, analytical thinking, and decision-making skills in a fast-paced financial environment. (Note: Positioned as analytical experience, not exaggerated or misleading)

Volunteer Data Entry & Outreach Officer

04/2024 to 07/2025

Save the Children, Lebanon

(Paid volunteer position supporting program operations)

- Supported program operations by collecting, entering, and maintaining accurate beneficiary data for education, MEAL, and child protection projects.
- Entered, cleaned, validated, and updated datasets using Excel and Kobo Toolbox to ensure data accuracy and completeness.
- Conducted phone calls and follow-ups to verify beneficiary information and support data cleaning activities.
- Assisted with field data collection through phone interviews and in-person visits in Beirut and Mount Lebanon.
- Prepared and supported internal assessments and reports used for program monitoring and improvement.
- Provided administrative and logistical support for trainings, meetings, field visits, and outreach activities.
- Coordinated with supervisors, team members, community partners, and stakeholders to support outreach and service delivery.
- Supported inventory tracking and distribution of outreach materials and in-kind support items.
- Translated documents and communications between Arabic and English to support coordination.
- Gained exposure to structured data collection processes and field coordination similar to agent-based and client-facing operations models.

Outreach Volunteer

05/2022 to 07/2024

Farah Association, Lebanon

- Identified vulnerable cases through surveys, field visits, and assessments.
- Conducted outreach via phone calls, door-to-door visits, and coordination with municipalities and community members.
- Delivered awareness sessions on educational opportunities for children and families.
- Referred children to programs, ensuring access to educational resources.
- Supported back-to-school campaigns, facilitating smooth transitions for children.
- Provided follow-up support on retention cases, maintaining communication with beneficiaries.
- Collected and documented data through assessment calls, addressing beneficiary concerns

Business Development & Operations Assistant

07/2021 to 04/2022

Al-Roa Company for Trade and Industry, Lebanon

- Supported business operations by organizing and maintaining structured datasets to assist with reporting.
- Conducted outbound calls and follow-ups to collect, verify, and update client and operational information.
- Assisted in identifying potential business opportunities through data organization and stakeholder communication.
- Maintained accurate records and documentation to support internal processes and operational efficiency.
- Collaborated with teams to ensure smooth information flow and timely updates across departments.

Skills & Expertise

Technical Skills:

Microsoft Excel (data entry, data cleaning, basic reporting), Microsoft Office (Word, Outlook, Teams), Kobo Toolbox, CRM & Sales Tools (Salesforce), data collection and validation, database management, Sales Force(beginner), Lead sourcing ,record keeping, documentation, inventory tracking, logistics and field support, basic market and data analysis

Soft Skills:

Attention to detail, time management, organization, communication, teamwork, adaptability, problem solving, ability to work under supervision, multitasking, responsibility, reliability

Languages

Arabic (Native), English (Professional Working Proficiency)