



Seeking a position in administration, or marketing & Communications, looking for a company that provides the right tools and knowledge to be well positioned, allowing me to improve my professional skills in management, branding customer strategy & Advertising or any other position related to my experience.

Faten Daham

Phone:
+961 70 63 84 81

Date of Birth:
8/9/1987

Nationality:
Lebanese

Marital Status:
Single

Location:
Dawhet Armoun

E-Mail:
Faten.k.daham@gmail.com

Linkedin:
linkedin.com/faten-daham

Skill Highlights

- Team worker
- Problem Solver
- Work Ethic
- Time Management
- Ability to work under pressure
- Research Skills
- Motivation
- Good Manners

Education

Ticketing & Reservation License from CIS College in 2007
Baccalaureate 1 from Omar Farouk School in 2005

Languages

Arabic – V.G oral & written communicator
English – V.G oral & written communicator

Experience

- SkyRise Real Estate (Hamra) - Assistant Manager**

August/2016 to January/2020

 - Administrative duties (Reports, Emails, Booking, Invoices, Researches, Phone calls, Data Entry).
 - Preparing reports and maintaining appropriate filing systems.
 - Develop and maintain a filing system & contact list.
 - Book travel arrangements.
 - Order office supplies and research new deals and supplier.
 - Schedule meetings for the manager and making sure nothing to be missed.
 - Task organization and marketing (Social Media).
- RPN Guide (Ain Maryseh) – Senior Coordinator & Social Media Specialist**

January/2016 to May/2016

 - Social Media Management (Facebook, Website, Instagram, YouTube, Pinterest).
 - Monitor sites for customer service opportunities on behalf of the client.
 - Arranges meetings, conferences, programs and prepares contracts for various service.
 - Performs full range of administrative duties (Reports, Booking, Invoices, Emails, Phone calls, Data Entry).
 - Ensures inventory and purchases supplies & equipment, follow up on payments dues.
- Ad First Advertising Company (Hamra) – Head of Marketing & Communications**

January/2013 to September/2015

 - Take action as directed and needed to support the manager.
 - Handle specific tasks and duties for initiating and completing special projects.
 - Report actions taken and results to Management.
 - Create and proofread letters, proposals, agreements, contracts and other legal documents.
 - Organize all legal files, company books and databases.
- Adways Advertising Agency (Downtown) – Account Manager**

December/2009 to December/2012

 - Administrative Job Handling (Emails, Phone calls, Faxes, Data Entry, Telecommunication).
 - Create and proofread letters (quotation, proposal, invoice, receipt).
 - Following up with client requests and booking with all media’s (TV, Radio, Outdoor, Facebook, News paper).
 - Ensures inventory and purchases supplies & equipment, follow up on payments dues.
- Qualifications**

 - Strong interpersonal skills, including the ability to work in a cross-functional environment
 - Strict attention to detail, highly organized, and open to learning new skills.
 - Ability to work under pressure coordinating multiple projects with varying deadlines.
 - Strong research skills using all Microsoft office & other outlets
- Internship Experience**

 - **Five Star Tours** From April till May 2008
 - **Quest travel agency** From February till March 2008

References

References available on request



To Whom It May Concern:

This letter is my personal recommendation for Faten DAHAM. Until just recently, I have been Faten's immediate supervisor for several years. I found her to be consistently pleasant, tackling all assignments with dedication and a smile.

Besides being a joy to work with, Faten is a take-charge person who is able to present creative ideas and communicate the benefits. She has successfully developed several marketing plans for our company that have resulted in increased revenue.

Though she was an asset to our marketing efforts, Faten was also extraordinarily helpful in other areas of the company. In addition to writing effective training modules for sales representatives, Faten assumed a leadership role in sales meetings, inspiring and motivating other employees.

I highly recommend Faten for employment. She is a team player and would make a great asset to any organization.

Sincerely,

Naim Nassereldine Marketing Manager AD FIRST sarl

AD FIRST

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