



Taghrid N. Kerbej

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Nationality : Lebanese
Date of Birth : 28 November 1993

Objective

Seeking a position where my qualifications can be utilized and my knowledge of technical skills may be beneficial; while affording me the opportunity to develop and grow along with the organization.

Education

-Lebanese International University (LIU) - Msaytbeh
Fall 2012 – Fall 2017: Bachelor of Arts in Communication Arts
Emphasis on Public Relations *with Honor (G.P.A: 3.5)*

-Shouf National College
2009 – 2010: Lebanese Baccalaureate – Life Science

Experience

Servcorp – Beirut Souks – Lebanon
Personal Assistant – 2018 till present

- Interest in clients business and assisting them with solutions
- Always providing a solution to every problem
- Managing a number of tasks to meet allocated deadlines
- Good cross section of knowledge
- Down time 'Build Partnership Relationship'. Communicate with clients and be creative and offer suggestions while assisting them
- Implementing and maintaining procedures/administrative systems
- Dealing with incoming email, faxes and post, often corresponding on behalf of the manager
- Handing reports to Manager at the end of the month on the due date
- Achieving IT Service Administrator status. Being Proficient in OTIIS

Al Dammam S.A.R.L – Lebanon

Senior Marketing & PR Executive – 2017

- Contributing and developing marketing plans and strategies
- Liaising and networking with a range of stakeholders including customers, suppliers and partner organizations
- Communicating with target audiences and managing customer relationships
- Maintaining and updating customer databases
- Prepares marketing reports by collecting, analyzing, and summarizing sales data.
- Managing the production of marketing materials, including leaflets, posters, flyers...
- Organizing and attending events such as conferences, and exhibitions
- Sourcing and securing sponsorship
- Evaluating marketing campaigns
- Monitoring competitor activity

Rachid Nakhle Cultural Center – Lebanon

Shouf Lebne Bel Barouk – Assistant coordinator – 2016

- Organizing conferences and workshops
- Coordinating & consulting with other committee members to make decisions, share ideas, plan & implement events
- Photograph a multitude of events

Lebanese Network & Technology – Lebanon

Sales & Marketing Executive – 2015

- Keep fully up to date with all retail products, assisting customers in their enquiries, handling their expectation and identify their needs
- Organizing meetings with high-end suppliers
- Maximizing account profitability through selling and marketing products
- Increase networking and building beneficial relationships
- Dealing with In & Out customers
- Handling Training Sessions
- Responsible of updating weekly reports to improve the results
- Resolving any mishap that occurred
- Come up with innovative and beneficial ideas & plans

Momo at the Souks – Lebanon

Front of House – 2013.

- Handling correspondence & managing office work
- Maximized customer satisfactions by providing and updating them with quality services (offers...)
- Assisting and welcoming customers
- Handling Reservations & customer service

Deek Duke – Lebanon

-Hostess – 2012.

- Assisting and welcoming customers

Additional Skills

Computer Skills

-Office (Word, Excel, Power Point)

-Prezi

-CRM

-Social Media acquaintance

Languages skills

Arabic, English & French

Public Speaking & Communicating

Influencer in delivering the message in front of large crowd

Volunteering

At Shouf Biosphere Reserve – Lebanon

Achievements

- “Dean’s Honor List at L.I.U” – *Four Achievements*
- “Cultural City 5 Event” – *Certificate*
- “Protect Don’t Neglect Campaign” – *Certificate*

Contact References

Dr. Walid Raad

“Chairperson at Lebanese International University”

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Cezar Mahmoud

“Shouf Reserve administrative team”

Email address: cezar@shoufcedar.org

Ghina Khanafer

“Lebanese Network & Technology Director”

Email address: ghina@lnt.com.lb