

Sarah Zino
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Lebanese, 18 November 2001

Objective:

With more than two years of experience in Business Administration, I am seeking an opportunity, where I can gain experience and utilize my educational background and skills to contribute to achieving the mission, vision, and goals of the company.

Education:

- **Bachelor Degree in Business Administration – Banking and Finance**, Holy Spirit University of Kaslik (USEK), 2019 – 2022.
- **Lebanese Baccalaureate – Socio-Economics**, Collège des Sœurs des Saints Cœurs Zahlé – Rassieh, 2004-2019.

Experience:

Sales at Obsidian East Marketing Agency, July 2025 till Present, **Zahle, Lebanon**

- Search for and contact potential businesses that may need marketing or advertising services.
- Build and manage a database of potential clients through calls, emails and social media.
- Prepare offers, negotiate prices, and close sales contracts.
- Follow-up and Relationship management with clients.

Database Enumerator at Norwegian Refugee Council (NRC), May 2023 – August 2024 Zahle, Lebanon

- Data entry for all items that have been distributed such as school's hygiene kits for children, baby diapers, cholera kit.
- Using Microsoft Access to create links between the data.
- Field visits for data collection.

Accountant at Centre Jdita January 2023 – May 2023, Zahle, Lebanon

- Conduct daily inventory management to ensure accurate stock levels.
- Generate detailed reports for each distributor, summarizing key information and performance metrics.
- Perform data entry tasks accurately and efficiently to maintain up-to-date records.

Tour Guide at Château Ksara, August 2022-December 2022, Zahle, Lebanon

- Lead winery tours through the vineyard estate, historic observatory, and old winery buildings.
- Guide visitors through the Roman caves and explaining their history.
- Explain the wine production process.
- Conduct tasting of different wines.

Skills:

- Excellent written and verbal communication in Arabic, English and French.
- Proficiency in MS Office Suite (Excel, Word).
- Strong organizational and multitasking abilities.
- High level of commitment to self-development and initiative-taking.
- Compassionate work ethic and dedication to humanitarian values.

Volunteer Work:

Spread Life NGO, January 2021 – April 2021, Zahle, Lebanon

- Field visit to conduct assessments and data collection.
- Prepare distribution list for PoC.
- Distribution of Non-Food Items (NFI) and Food Items.

Certifications and Trainings:

- **Digital Marketing Program** at Notre Dame University-Louaize (NDU), October 2025-December 2025.
- **Social Work: Diversity and Equality** – December 2023 - Alison (Online).
- **Statistics for Data Science** – September 2023 - Great Learning (Online).
- **Career Bridge Program** – November 2021 till December 2021 - Michel Daher Foundation.
- **Innovation camp INJAZ**: 1st place winners in developing a small business idea for people with disabilities under the name of “Reconnect”.

Interests:

- Community Development.
- Music for Social Impact.
- Swimming for Well-being.
- Advocacy for Education and Youth Empowerment.