

### **Personal Detail:**

**Name:** Said Naji Ghazzawi

**Date of birth:** 16/03/1994

**Gender:** Male

**Marital status:** Single

**Nationality:** Lebanese

**Phone number:** 00961-70926113

**E-mail:** [said-gh@live.com](mailto:said-gh@live.com)

**Graduated at 20.**

### **Objective:**

To obtain a full time position in a reputable organization which offers a professional working environment and enables me as an experienced administrator to grow while meeting the corporation's goals.

### **Education:**

**2010-2011:** Baccalaureate degree option **Sociology and economy**

**2011-2014:** Bachelor's degree in **Business Management** from **Université Saint Joseph (USJ)**

**Major courses:** - Accounting  
- Marketing  
- Business Law  
- Management  
- Financial Markets  
- Financial Maths

### **Experience:**

#### **Sales Representative- Home Needs(2009-11)**

- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
- Recommend products to customers, based on customers' needs and interests.
- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Provide customers with product samples and catalogs.
- Identify prospective customers by using business directories, following leads from existing clients.

**Internship: Bank Med – Sour 07/2013-09/2013**

- Receive and count daily inventories of cash, drafts, and travelers' checks.
- Prepare and verify cashier's checks.
- Sort and file deposit slips and checks.
- Oversee training programs.
- Examine, evaluate, or process loan applications.

**Insurance Agent- Allianz-SNA Beirut-40 hour training-Lebanon 2014**

- Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
- Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms.
- Customize insurance programs to suit individual customers, often covering a variety of risks.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Calculate premiums and establish payment method.

**Skills:**

- Quick learner
- Thinking Creatively
- Developed customer service, organizational and analytical skills
- Ability to communicate with peers as well as management
- Maintain professionalism at all times

**Linguistic: Fluent in Arabic, French and English (Oral, Written and comprehension)**

**Computer: Proficiency in Microsoft Office (Excel, Word, Access, Powerpoint)**

**References:**

Mr. Jihad Bazzi  
Manager at BankMed - Tyre Branch  
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(Internship)

Mr. Mostafa Assaad  
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(Education)

Miss Dina Sidani  
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(Education)

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(Work)