

# Rawad Ayyad

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## Objective:

The proficiency to advance in the Marketing and Advertising domain, and the ability to handle a stimulating job that will allow me to excel professionally in a dynamic environment.

## Education:

Sept 2007- June 2011 **American University of Science and Technology**, Lebanon  
*Bachelor of Business Administration- Marketing and Advertising*  
Graduation Date: June 2011  
Major Courses GPA: 3.2/4.0

## Professional Experience

April 2014- Present **United Financial Insurance**, *Assistant Manager*

- Receiving payments from clients
- Sending cheques and cash payments to insurance companies dealing with, in order to close client balances.
- Preparing a Bordereaux statement for clients.
- Issuing statements for commissions and expenses.
- Preparing offers requested by agents and clients.
- Sending different kinds of policies (car, life, medical, fire, workmen, burglary...) to be issued.
- Renew policies according to due dates.
- Following up on each policy and/or claim sent.
- Dealing with agents and training them on the types of policies and their selling techniques.
- Filing policies, documents, claims, commissions, cheques, payments, banks and companies receipts.

Oct 2011- April 2014 **Movenpick Hotel & Resort**, *Housekeeping Coordinator*

- Analyzed financial and statistical records to prepare reports and proposals
- Managed employees by documenting and delivering their contracts, distributing their assignments and evaluating their performances
- Ensured that all security, sanitation and safety procedures are being prompted and followed by employees
- Built and maintained healthy relations with customers and colleagues
- Developed the department center by providing recommendation to department goals (including but not limited to policies, procedures budgets and statistical reports)

### **Trainings, Workshops and Significant Achievements:**

Sept 2014- October 2014	Trained in the fire, workmen, car, life, and claim department on how to send, receive and follow up on offers, Mashrek Insurance Company
Jan 2014- April 2014	Trained at Insurance Company how to send, receive and follow up on offers through mails, communicate with the sales unit, filing and data entry, <i>Metlifealico</i>
Jan 2014	Received Back to Basics Certificate, <i>Movenpick Hotel &amp; Resort</i>
Jan 2014	Received Business Ethics Certificate, <i>Movenpick Hotel &amp; Resort</i>
March 2013-April 2013	Trained in the Marketing department in creating slogans, writing room description on cards, creating ads for radios and promotions, <i>Movenpick Hotel &amp; Resort</i>
March 2013	Performed first aid training, <i>American Heart Association</i>
Dec 2012-April 2014	Member in the IQ audit committee of the housekeeping department, <i>Movenpick Hotel &amp; Resort</i>
July 2012	Received Cherisher of the month, <i>Movenpick Hotel &amp; Resort</i>
Sept 2010- Feb 2011	Participated in Business Communication Skills Workshop, <i>Acquired public speech skills, AUST</i>

### **Interests and Hobbies:**

Event Organizing, Marketing, Reading, Music, Sports

### **Languages and Computer Literacy:**

- Fluent in English and Arabic, basic understanding in French
- Competent in Microsoft Office (Word, Excel, and PowerPoint)
- Competent in Adobe (Photoshop and Illustrator)
- Guestware system, Dyna System, and Opera system

*Note that any further information needed is available upon request*