# 

Dear Sir, Madame

I am writing to apply for a job at your esteemed company. I have attached my Resume as requested.

The opportunity presented in the listing is very interesting to me, and I believe that my strong technical experience and education will make me a very competitive candidate for this position.

With a Master degree in Sociology and Public Relations, I have a full understanding of the attributes of this position. I also have experience in Management as you will see in the CV.

Please see my resume for additional information on my experience.

I can be reached anytime via email at haddadlinda@live.com or my cell phone, +961 3 264677

Thank you for your time and consideration. I’m looking forward to speak with you about this employment opportunity.

Sincerely,

Linda Haddad

**CURRICULUM VITAE**

|  |
| --- |
| **PERSONAL DETAILS** |

**Name:**  Linda Robert Haddad

**Date of Birth:** November 11th 1969

**Nationality:**  Lebanese

**Marital Status:** Single

**Languages:** Arabic – Native Language

English – written and spoken

French – written and spoken

**Telephone:** +961 3 264677 +961 1 329486

**Email:** [haddadlinda@live.com](mailto:haddadlinda@live.com)

**Address:** Ashrafieh– Beirut - Lebanon

|  |
| --- |
| **OBJECTIVES** |

Attain a position in the business field at an esteemed Organization where growth opportunities exist and where I can develop my successful Career the full potential of my interpersonal and organizational skills.

|  |
| --- |
| KEY STRENGHTHS AND SKILLS |

* Self motivated, able to set effective priorities and implement decisions to achieve short and long-term goals.
* Respond to challenges with energy and enthusiasm.
* Flexible and adapt easily to new concepts and responsibilities.
* Strong focus on delivery of high quality service.
* Excellent interpersonal, communication and hospitality skills.
* Positive and logical approach to problem solving, able to deal with extended pressure, strong on follow through.
* Strive on achieving goals through people.
* Success oriented and outgoing with a positive attitude.
* Excellent persuasion and negotiation skills.
* Establishes and maintain effective relationships with others through positive and open communication.
* Anticipates and adapts to changes and effectively communicates to the team the reasons for change.
* Fast learning.

|  |
| --- |
| **WORK EXPERIENCE** |

### 

* ***Import/ Export Manager- Purchasing and Procurement- Administrative Assistant at Foodcom Marketing SARL (*** W**hich is a member of the leading industrial and commercial group** ***of*** **Widriss Holding S.A.L. ) Since *1995-present***
* ***Regional sales covering several Countries in the Middle East and Cyprus***

1. Correspondence in Arabic – English – French, fax, letters and e-mails

With Suppliers:

* Contacting Suppliers and Requesting Quotation
* Negotiating conditions
* booking order
* Preparing and Sending, Purchase order
* Checking and confirming labeling
* Handling shipping procedure (shipment schedule, arrival, delivery)
* Checking documents
* Following receiving documents

1. Correspondence in Arabic – English – French, fax, letters and e-mails

With clients:

* Contacting clients checking requests need
* Preparing offers and proforma invoices
* Follow up with customers and open files updating files with pertinent information
* Advising details of shipment : schedule , expected arrival , delivery
* Tracking arrival of vessel and advising the client
* Advising details of sending documents
* Checking receiving of documents
* Follow up with clients (good reception, feedback, new orders etc…)

1. Following up with bank Remittances, L/C, transfer, etc….
2. Booking and following up with the shipping companies
3. Invoicing and accounting entries for orders
4. Preparing documentation for trading operation
5. Preparing documentation for L/C and proceeding with the bank for collection
6. Handling all the procedures with BUREAU VERITAS- SGS- IRI

* ***Marketing Coordinator at Ohanian co. 1992-1994***

1. Arrange contact with engineer or owner of the plan
2. Giving a brief introduction about the company and product
3. Checking their request and giving an idea about the price
4. Preparing and presenting offers
5. Follow up for confirmation
6. Follow up after sales

* ***Marketing Coordinator Zod Security SAL 1994-1995***

1. Arrange contact with engineer or owner of the plan
2. Giving a brief introduction about the company and product
3. Checking their request and giving an idea about the price
4. Preparing and presenting offers
5. Follow up for confirmation
6. Follow up after sales

|  |
| --- |
| PROJECTS, SEMINARS, AND TRAININGS |

* Marketing Duties Training at Press Media July 1991
* Sales and Marketing Training at Inter Regie July 1992
* Beverages and Soft Drink Seminar visualizing flowcharts production of fruit juice concentrates. February 2005
* Volunteer and Scout at Offres Joie 1986-2006

|  |
| --- |
| EDUCATIONAL QUALIFICATIONS |

* Master of Sociology and Public Relations- Saint Joseph University 1988-1992
* Bachelor of Science in Sociology and Human Science - Saint Joseph University
* Lebanese Official Diploma in Humanities –College des Saints Coeurs –Sioufi 1986-1988
* High School Certificate

|  |
| --- |
| **COMPUTER SKILLS** |

* Browsing, Social Media, E-Marketing
* Microsoft office ( word, excel, PowerPoint,)
* Lotus Organizer, File express, Fox-pro, outlook express, Noria

|  |
| --- |
| **HOBBIES** |

* Travelling
* Swimming

|  |
| --- |
| **REFERENCES** |

* Upon request