O. Meziane Resume

Business management • Sales Consultancy • Data Analyst • Digital Content Writer

+32 472.55.01.90 | othmane.meziane@outlook.com | Nationality: French | Citizenship: Belgian

Professional summary

From business administration to customer service consultant to marketing consultancy, multiple years of progressive experience building and implementing high-impact service, strategy and objective-oriented goals, shaped my current professional identity and character. Highly skilled administration management, with a passion for marketing campaign and database analysis. A history of effective team management and staff training to lead teams to continued success. A history of military service lead to a mind accustomed to adaptability in the face of adversity, a personality based on integrity and an attitude underlined by dedication.

Areas of expertise

**Professional skills** Customer identification | Database Entry | Social Media Marketing | Judicial Contracting

**Technical skills** Salesforce | MS Office package |

Professional summary

**Sales consultant**, Takeaway.com | Brussels, Belgium 2021 - Present

Recruited to the sales team to meet potential client open to extrapolate their logistics and delivery platform up to the recruiting company.

* Successfully spearheaded clients by means of persuasion based on economic transparency and personal service.

**Social media consultant**, Mindstream Media | Brussels, Belgium 2019 - 2021

Recruited to the marketing agency to develop, maintain and enhance marketing campaigns through social medias platforms targeting potential customer groups to the benefit of a third-party client.

* Developed and maintained digital advertising campaigns.

**Insurance Consultancy,** AXA Insurance | Brussels, Belgium 2013 - 2015

Redacting insurance contracts in accordance to the client’s will and to the extent of his wishes. Develop the necessary legal and obligational aspects for the insurance company and this towards the customer’s chosen service and package.

**Administrative assistant,** Deloitte | Brussels, Belgium 2012 - 2013

As an Administrative Assistant my role reflected a supportive tone in the offices of Deloitte. Being responsible for managing and distributing information among my co-workers, answering phones, and doing other administrative work, my position was as dynamic as varied. From organizing and scheduling appointments, to planning meetings and maintaining a filing system, I was at the out front of the company’s daily tasks.

Academic Summary

**Business Management,** Regina Pacis Institute | Brussels, Belgium 2010 - 2013

* Diploma earned in the business management field, the process of overseeing and coordinating various organizational activities to achieve goals efficiently, including planning, organizing, leading, problem-solving, and controlling resources and business processes.
* This diploma ensures that me to have the right mind, set of skills and attitude to make sure that all parts of the organization work together efficiently and effectively.

**Certificate: Marketing and Business Management,** Regina Pacis Institute | Brussels, Belgium 2011 - 2012

* NFTE certificate, focused on marketing campaign and business management obtained at the Regina Pacis Catholic Institute in association with ‘Deloitte - Multinational professional services network’.

Personal skills

**Linguistic skills** English | French| Dutch | Spanish | Arabic | Tamazight

**Military skills** Adaptability in the face of adversity | Integrity | Teamwork | Compliance |

Strategic planning | Dedication

Served in the French Army as an infantry man from 2015 to 2019