

FAIROUZ FAWAZ

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PROFESSIONAL PROFILE

Goal-driven Business Development Executive with experience in client engagement, stakeholder relationship management, sales support, coordination, reporting, and operational support. Skilled at building professional relationships, following up with stakeholders, coordinating activities, identifying opportunities, and communicating effectively across teams. Brings strong administrative, analytical, presentation, and problem-solving skills, supported by an MSc in Management and strong Microsoft Office proficiency.

CORE SKILLS

- Business Development & Opportunity Support
- Lead Generation & Client Engagement
- Client & Stakeholder Relationship Management
- Market Research & Competitive Analysis
- Sales Presentations & Commercial Communication
- Follow-up, Coordination & Customer Retention
- Reporting & Performance Tracking
- Strategic Planning & Problem Solving
- Microsoft Word, Excel & PowerPoint
- Administrative & Operational Support

PROFESSIONAL EXPERIENCE

Administrative Officer (Agency) – London School of Economics, Law School / Feb 2021 – Oct 2025

- Coordinated team schedules and supported front-office operations, contributing to consistent and professional client service.
- Built and maintained strong stakeholder relationships through regular follow-up, clear communication, and responsive support.
- Assisted with reporting and performance monitoring to track project and staff outcomes and support informed operational decisions.

Teaching Assistant / Supervisor (Agency) / Nov 2022 – Dec 2024

- Delivered structured sessions and workshops, using clear communication and presentation skills to improve participant engagement.
- Supported performance tracking and coordinated information to help optimise outcomes.
- Communicated progress, feedback, and relevant updates effectively to senior staff.

Event Assistant – London School of Economics / Jul 2021 – Mar 2025

- Managed event logistics and engaged with vendors and guests to support successful event delivery.
- Coordinated stakeholder requirements throughout event-planning activities and maintained effective communication with relevant parties.
- Prepared reports and supported organised execution of event-related activities.

Receptionist / Business Support – Blue Arrow Agency (Public Sector) / Apr 2021 – Apr 2025

- Served as a primary point of contact for clients, responding to enquiries and coordinating appointments professionally.
- Maintained accurate records and supported efficient day-to-day business operations.
- Handled client communication and follow-up while maintaining a high standard of service.

Corporate Receptionist – Principal Agency (Education Sector) / Apr 2021 – May 2025

- Managed high-volume communications and enquiries with professionalism, accuracy, and attention to detail.
- Supported scheduling and client correspondence across a busy professional environment.

- Maintained effective communication with stakeholders and ensured enquiries were handled promptly.

EDUCATION

- MSc Management – University of Hertfordshire
- LLB Law – University of Hertfordshire
- LLB Law – University of Bedfordshire
- WAEC – St. Mary British International Secondary School, Nigeria

ADDITIONAL INFORMATION

- Professional, adaptable, and results-oriented
- Strong interpersonal, communication, coordination, and presentation skills
- Proficient in Microsoft Office tools
- Hobbies: Reading, Cooking, Travelling