



## PROFESSIONAL EXPERIENCE

Jun 2016  
- Present

### Outdoor Sales Manager

*Ghosn and Hajj Est for Sanitary and Construction. – Sarba, Lebanon*

- Identifying leads, managing prospects, and acquiring new businesses
- Determining customer needs and proposing appropriate services
- Exceeding the new business sales goals
- Completing scheduled and cold-call prospecting activities for establishing first and following up appointments with customers decision makers
- Preparing, delivering, and following up sales proposals with key decision makers
- Developing and maintaining an awareness of market behaviour and competitive trends
- Reporting on a daily basis to the company CEO

Nov 2015 –  
Jun 2016

### Logistics Coordinator

*GARLEB Offshore - Kfarhabab, Lebanon*

- Managing customers accounts receivable and freight
- Reviewing purchase requisitions and handling client's queries
- Cooperating with team members to maximize buy-side purchasing opportunities

Oct 2015 –  
Nov 2015

### Administrator

*Top Technologies - Dora, Lebanon*

- Substantiating financial transactions by auditing documents
- Securing financial information by completing database backups
- Handling the operational, organisational, and managerial responsibilities of the company
- Managing daily operations
- Planning the use of materials and human resources
- Dealing with diverse clients on daily basis

May 2015 –  
Sep 2015

### Supervisor

*KENT Promotion BAT – Beirut, Lebanon*

- Leading a team of 5 salesmen
- Managing Kent product promotion

Jan 2011 –  
Apr 2015

### Assistant Manager

*Puma ABC Mall – Dbayeh, Lebanon*

- Managing 7 salesmen and organizing the work
- Controlling sales inventory
- Ensuring clients satisfaction
- Managing and operating the good relation between staffs and clients



## EDUCATION

2010-2014

### Lebanese Canadian University – Aintoura, Lebanon

- Bachelor of Business Administration in Banking and Finance

2009-2010

### Ghazir Official School – Ghazir, Lebanon

- Lebanese Baccalaureate in General Sciences



## PERSONAL SKILLS

### Languages Skills

Arabic

● ● ● ● ●  
Native

English

● ● ● ● ●  
Excellent

French

● ● ● ● ●  
Excellent

### Computer Skills

Microsoft Office

● ● ● ● ○  
Very Good

Programmable Logic Controller

● ● ● ○ ○  
Good

Unified Modeling Language

● ● ● ○ ○  
Good

SolidWorks

● ● ● ○ ○  
Good

Kinetis Design Studio

● ● ● ○ ○  
Good



## HOBBIES AND INTERESTS

