

RIDA JABER

EDUCATIONAL ADVISOR

Rida.m.jaber@hotmail.com

| +961-3016870

| Beirut, Lebanon

Summary

Moved between summer jobs, part time jobs and paid trainings before graduation, then acquired professional work experience after. Both in many and diversified aspects of businesses. As a warehouse assistant manager at ETS Abdulrahim Diab I had the responsibility of organizing what was twenty year of spare parts random stacking -over 40,000 pieces of household items spare parts. I have led my team and completed the job in a record time of 50 days. I'm seeking a challenging position that allows me to implement and sharpen my set of skills and grow on all experience, hierarchy and personal level. I am also looking to expend my experience in warehousing/logistics in order to pursue a master's degree in a relevant field in the near future.

Skills

- Leadership qualities
 - Quick grasp of new information
 - High communication and persuasive skills
 - Team player and time management
 - Works very well under pressure
-

Professional Experience

Educational advisor

Aug 2015 /May 2018

Professional Learning Center - Dbaye, Lebanon

Responsibilities:

- Presenting and selling of educational programs.
- Sales of Languages programs (Linguaphone) to people and establishments
- Sales of UCMAS programs to schools and educational establishments
- Planning and executing of marketing strategy for and during educational conferences

Warehouse assistant manager (Hitachi household)

May 2014 /Apr 2015

ETS Abdulrahim Diab - Dekweneh, Lebanon

Responsibilities:

- Enter purchase details (vendors information, invoices and pricing) into internal database
- Place orders to replenish merchandise as needed
- Track shipments and address any delays
- Oversee storage of products/ fragile items
- Annual stock count and on order

Warehouse assistant manager (LG electronics)

Dec 2012 /Apr 2014

Fouani Nigeria LTD - Lagos, Nigeria

Responsibilities:

- Receive incoming shipments and preparing outgoing orders
- Preparing and replenishing stock in company's outlets
- Oversee storage of products
- Annual stock count

Sales representative and account manager

Sep 2011 /Nov 2012

Buzwair Industrial Gases Factories - Doha , Qatar

Responsibilities:

- Increasing sales volume of industrial gases to small businesses
- Creating new opportunities and opening new markets
- Preparing tenders for main accounts (QP, QAFCO, Qatari army, Hamad Hospital...)
- Preparing requests for quotation as per each individual client case

Consumer goods department sales representative

Mar 2010 /Aug 2011

Beirut Duty Free - Beirut , Lebanon

Responsibilities:

- Sales and customer service on alcohol, chocolate and tobacco
- Preparing replenishing orders
- Preparing and transferring items between arrival and departure sections

Education and Training**BA Marketing**

2010

Hariri Canadian University – Mechref, Lebanon

Lebanese BacII – Science de la vie

2005

Hawd al wilaya High school – Beirut, Lebanon

Software skills

- Microsoft Word, Excel, PowerPoint
- General computer skills and knowledge
- Advanced knowledge with the ability to grasp any new used system

Languages

- **Arabic:** Native
- **English:** Advanced spoken and written
- **French:** Advanced spoken and written

Activities / workshops**Successful selling strategies**

StarmanShip and associates

Description: Four days workshop on how to perceive/read others personalities (mainly clients) and implement this knowledge in optimizing the selling strategy/way in order to maximize sales revenue.