

# **Moustapha H. Doghman**

Place & Date of Birth: Lebanon, 12<sup>th</sup> of December 1984

Nationality: Lebanese

Marital Status: Married

Mobile: 03/950373

Address: Bchamoun, Hay Al Madares

E-mail: m.doughman.lb@gmail.com

## **Objective:**

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits, and the opportunity to help the company advance efficiently and productively.

I want to be part of the success in an environment of growth and excellence.

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## **Education:**

2013: Master's degree - Business Administration at Arab Open University.

2009: Bachelor's degree - Business Administration at Arab Open University.

2005: Lebanese Baccalaureate – Life Science at Jebran Indrawos Twaineh.

## **Experience:**

- Outdoor Sales at FDC company: November 2018 - Present.
  - Arranged company-customer liaisons for updates on services, latest product releases, and pricing.
  - Made appointments with customers to review product requirements and to establish future opportunities.
  - Spent time daily planning meetings with customers to conduct presentations.

- Sales activities – Provided product quotes to customers as needed – Kept accounts and prepared sales records.
  - Presented company's products to medium/large businesses across the country, closed sales, developed leads and identified sales opportunities to expand customer range.
  - Worked closely with the Sales Managers and commercial customers to achieve sales goals and objectives.
- Sales at Fattal Group: February 2015 - October 2018.
    - Promote and sell products/services to existing and perspective customers.
    - Satisfy the customer's needs.
    - Maintaining positive business relationships to ensure future sales.
    - Greet customers and ascertain what each customer wants or needs.
    - Performing tasks such as counting money.
    - Coordinate sales effort with team members and other department.
    - Conduct calls and face-to-face meetings with customers daily.
    - Maintain records of all sales leads and/or customer accounts
    - Monitor the company's industry competitors, new products, and market conditions to understand a customer's specific needs.
- Operations and accounted team member at Aramex: January 2008 - August 2013.
    - Determine the operational issue as Data entry and price.
    - Follow up that money transaction are done well.
    - Daily report to the manager in Amman. (Emails and calls)
    - Administrator of the central content database.
    - Manage, Edit and update the central content databse with Arabic and English product range.

- Adding new material.
- Coordinate with product manager all updates and additions.
- Report every problem or change.
- Supervise all administrators and corrections.

### **Computer Knowledge:**

Microsoft Word.

Microsoft Power point.

Microsoft Excel.

### **Languages:**

Arabic: Native language.

English: Fluent in reading, writing and speaking.

### **Professional skills:**

- Willingness to learn
- Self-motivation.
- Ability to work under pressure.
- Time Management.
- Positive attitude.
- Teamwork.

### **Hobbies:**

- Soccer
- Swimming
- Travelling