

Tony Habchy

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PERSONAL INFORMATION:

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|-------------------------|-----------------|
| Date of birth: | January 1, 1984 |
| Marital status: | Married |
| Nationality: | Lebanese |
| ID number: | 10416634 |
| Passport number: | RL 1342524 |

PERSONAL PROFILE:

University graduate, holder of MBA in Business Administration; Highly-organized and dedicated member with proven office management skills as well as a solid Business process knowledge developed from the several positions which I held in the past, where I worked in retail, accounting, warehousing, sales, marketing and procurement; this enhanced my formal education and gave me a valuable experience in management.

I am currently looking for a new career challenge in a professional and dynamic environment with a company to which I can contribute with my managerial and interpersonal skills to progress further in my field.

AREAS OF EXPERTISE:

- Market research and competitor analysis
- Forecasting techniques and methods
- Performance improvement
- Supplier relationship management
- Procurement, import and export procedures
- Supply chain services and delivery
- Professional in commercial awareness and understanding

KEY SKILLS AND QUALITIES:

- Possess strong time management skills
- Extremely productive in high stress environments with the ability to work under pressure
- Focused professional, and committed to success
- Energetic and adaptable team player
- Reliable, responsible and punctual
- Possess strong customer-focused approach
- Tactful and articulate with an analytical mind
- Exceptional organizational ability
- Problem Solving attitude
- Planning and monitoring
- Hard worker
- Charismatic with a pleasant personality

EDUCATION:

Lebanese University, Faculty of Economics and Business Administration

Master's Degree in Business Administration, Marketing

[2007 – 2008]

- Thesis: «Lancement d'un restaurant. Pata-bouf, Le plaisir de bouffer»

Lebanese University, Faculty of Economics and Business Administration

Bachelor Degree in Business Administration, Marketing and Management

[2003 – 2006]

- Thesis: «La planification Marketing, Cas d'application : PRODENT S.A.R.L.»

Ashrafieh Official High School

General Secondary Education Diploma in General Sciences

[2002 – 2003]

EMPLOYMENT HISTORY:

YOKOHAMA LEBANON

Jounieh-Lebanon

Company overview: A top National company that market Tires in Lebanon as the exclusive distributor of Yokohama tire brand along with other budget brands.

[Sep 2017 – Current]

Supply Chain analyst:

- Gather and Conduct supply chain data analysis whether it's related to sales, market research or foreign suppliers.
- Monitor/plan customer's sales progress, targets and account coverage situation.
- Monitor idle items, old stocks and highlight recommended actions.
- Monitor/plan sales promotions in response to competitor's actions and offers during low season.
- Conduct monthly supportive market visit and surveys with accounts executives to collect market information on competition prices and behaviour as well as customers concerns, worries and expectations.
- Place purchase orders in conjunction with stock analysis and sales deviation for all the Brands which our company represent covering the different market demands.
- Maintain shipments registry.
- Organize cargo freight clearance and transport with service providers.
- Control and confirm all orders related documentaries and agreements.
- Negotiate supplier's prices and try to optimize the company costs.
- Study and advise the goods items selling prices.
- Manage and issue the monthly reports required by the management and the suppliers.
- Handles customer's complaints and submit claims-in case needed-to the suppliers.

[June 2011 – Sep 2017]

Sales Coordinator and Procurement

officer:

- Procurement department:
 - Maintain Yokohama shipments registry.
 - Budget brands responsibilities
 - Place orders with factories according to sales statistics and forecasts.
 - Negotiate the prices and try to optimize the company costs.
 - Negotiate and harmonize the payment terms with the financial department and sister companies
 - Organize cargo freight forwarding and clearance with the service providers

- Control and confirm all orders documentaries and agreements
- Study goods costs and market selling price.
- o Handle supplier's claims upon Non-confirmed goods dispatch/reception.
- Sales Department:
 - o Coordinate, analyse and monitor the outdoor sales routing, Area coverage, client action checklist, customer sales figure and targets.
 - o Follow up market price surveys and offers
 - o Monitor indoor sales and invoicing.
 - o Follow up and control goods distribution between key clients.

SODAMCO –WEBER

Abu Dhabi-UAE

Company overview: A company that manufactures and markets construction chemical products that meet building standards in the Middle East and Gulf region with 13 entities located in Lebanon, Syria, UAE, Qatar, KSA, Jordan and Kuwait.

[July 2010 – April 2011]

Procurement officer:

- Identify and clarify the raw material needs of the Factory with the factory manager.
- Identify, clarify and plan the trading items purchases with the Area sales manager.
- Coordinate with the Central Purchase Department (in Beirut headquarters) to place and follow-up on international and/or local orders, in terms of sustainable and efficient material provision (quality, packaging, timeliness and minimum cost) to avoid stock shortage and optimize production levels.
- Organize cargo freight clearance and transport.
- Find, negotiate and coordinate with forwarders, transporters, clearing agents, insurance companies and other service providers to optimize the forwarding process.
- Control documents of purchases and exports procedures.
- Coordinate with sister companies to arrange the most effective transport method of their purchase orders.
- Conduct duty exemption transactions (export and import).
- Follow up on claims with insurance companies and/or suppliers in case of damaged or defected material reception.

SOLARNET SARL

Mansourieh, El Metn

Company overview: A company that promotes sells and installs electro-mechanical products and renewable energy solutions such as: hot water solar systems, photovoltaic systems, pellet stoves and cogeneration technologies.

[March 2009 – April 2010]

Sales representative:

- Respond to and follow up sales enquiries.
- Visit clients to demonstrate products, take orders and close deals (This includes preparing quotations, negotiating prices and credit terms, preparing contracts and recording orders).
- Organize a schedule of on-site visits to major potential buyers (agents) by contacting them and making appointments.
- Find out what the customers need, explain and demonstrate products to them, including technical descriptions of products and the way they may be used.
- Managing the company's Information Technology platform, including networking, server management, basic software/hardware installation and maintenance.

- Manage the company's external marketing activities, prepare advertisements in newspapers (Al-Hadaf, Al-Wassit, and Army magazine...), posters and other commercial supports such as signs, slogans on cars etc., using Adobe programs (Photoshop, illustrator...).

HYDROPRO SARL

Sin El Fil, Lebanon

Company overview: A company that trades in wide ranges of equipment related to water treatment and mechanical works.

[January 2006 – February 2009]

Sales coordinator:

- Stock Control, ordering, shipping, negotiating shipping price.
- Searching for new suppliers abroad on internet for best quality and prices.
- Handling customer complaints, inquiries & quotations.
- Managing and maintaining customer data base.

SELF-EMPLOYED (FAMILY BUSINESS)

Sin El Fil, Lebanon

Business Summary: For more than 10 years, in parallel with my education I used to take the ownership and the responsibility over my family tire retail shop business.

During these years, I had to wear many hats including, those of accounts payable/receivable bookkeeper, cash handling, Tire and wheels products distributors/suppliers relationship, retail sales including consumers product offering and marketing, consumer and repetitive clients relationship, follow up and make site visit for fleet companies in the area to optimise our operation as well as our sales figures and business sustainability,

OTHER CERTIFICATIONS AND TRAVELS BLOG:

Triangle Tires Summit

Yearly Global Summit meeting

[October 2017]

Weihai, China

[September 2015]

Weihai, China

[July 2013]

Shanghai, China

[June 2012]

Shanghai, China

SMARTMAN Workshops

Negotiations and sales Techniques workshop [May 2016]

Professional administrative workshop [May 2016]

YOKOHAMA ATC, Advance training Course Thailand

[September 2014]

Technical Lecture of Tire Knowledge

Tire Plant Study

Driving of Typical Customer's claim

Warranty Claim Adjuster certificate

Yokohama Rubber Thailand, Rayong

GTZ, German Technical Corporation

Course in solar Energy Theory and practice "Installation of Solar Heating systems"

[May 2009]

Arts in Crafts institute of Dekwaneh, Lebanon

SKILLS:

- Good verbal and written communication skills in Arabic, English and French.
- Expert in MS office (word, excel, outlook).
- Intermediate in Adobe Photoshop, Illustrator and AutoCAD.