

Karim Al-Mazboudi

Place of Residence: Bshamoun

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EDUCATION

Lebanese International University

Bachelor in Business Administration;

Emphasis in Accounting Information Systems

Beirut, Lebanon

Sep. 2012 – Aug. 2016

EXPERIENCE

Mobi (ISP)

Salesperson/Customer Retention

Beirut, Lebanon

Mar. 2019 – Present

- Selling products and services using solid arguments to prospective customers.
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales.

CBC International

Procurement and Admin Officer

Beirut, Lebanon

Aug. 2018 – Mar. 2019

- Providing procurement support as directed by the GM.
- Assisting in and supervising the procurement of goods and services and other procurement activities as directed by the GM.
- Administering supplier contracts.
- Assisting in the development of internal procedures and documentation.
- Assisting in the ordering of key supplies and acting as a purchaser for some teams.
- Helping to drive better procurement practice across CBC.
- Feeding back departmental sourcing requirements to the GM to help identify where aggregated spend might offer better value for money.
- Communicating opportunities to achieve better value for money through better procurement practices.
- Managing office supplies stock and placing orders.
- Preparing regular financial and administrative reports.
- Administration of company databases.

Allianz SNA

Consultant

Beirut, Lebanon

Jan. 2018 – Mar. 2019

- Administer all inbound calls from various employees and prepare all product quotes for all required customers.
- Maintain knowledge on all complex policies and coverage details for same and assist customers to complete all applications and forms and all required documents.
- Monitor all policies and assist to make all required changes to same and ensure achievement of all sales objectives.

- Develop all documents for policy and contract files and provide technical support to all department procedures.
- Assist to resolve all insurance claims within required time frame and corporate compliance requirements.
- Maintain and update integrated system technologies for all billing process.
- Ensure adherence to all customer service standards and ensure implementation of safety practices.

Early Learning Center

Assistant Manager

Beirut, Lebanon

Sept. 2017 – Nov. 2017

- Assisted in all planning activities related to the ongoing work including categorization of the store, setting shift schedules, and setting replenishment cycles per category
- Plan event with attention to financial and time constraints
- Manage all event operations (preparing venue, invitations etc.)

Joué Club

Assistant Branch Manager

Beirut, Lebanon

Jun. 2015 – Jun. 2017

- Following up with the junior sales team in order to ensure customers' requirements are met
- Coordinating with the management through the sales reports and customer behavior reports
- Creating and adjusting merchandising planograms based on in-house studies regarding consumer behavior, to increase sales and enhance in-store experience
- Scheduling the multiple shifts of the sales force
- Plan event with attention to financial and time constraints
- Manage all event operations (preparing venue, invitations etc.)

Think Media Labs

Accountant

Beirut, Lebanon

Jan. 2015 – May. 2015

- Handling offshore banking transactions
- Verifying expense items and treating inconsistencies
- Utilizing FreshBooks and QuickBooks software to journalize financial entries and track accounts

Extracurricular Activities

Lebanese Scout Associations

Beirut, Lebanon

Jan. 2010 – Jul. 2012

- Elected as administrative leader
- Elected treasurer of the administrative board trusted to manage cash flows and expenses

Languages and Interests

- **Languages:** Fluent in English, Arabic, and French
- **Interests:** Football, Basketball, Psychology, Swimming, Reading

Computer Skills

- Word
- Excel
- PowerPoint
- Outlook