

RANWA KHADRA

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OBJECTIVE | To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

SKILLS & ABILITIES | Analytical ability, Attention to detail, Logical reasoning, Very Good Arabic Writing ability, Well planned and organized, Ability to build new relationships, Ability and willingness to listen, Strong communication skills & Persistence.

EXPERIENCE | **SALES ACCOUNT MANAGER & PURSHASING UNI LEBANON SAL- Sami Solh avenue**
2017-TILL PRESENT

- Build and maintain strong, long-lasting client relationships.
- Negotiate contracts and close agreements to maximize profits
- Develop trusted advisor relationships with key accounts, customer stakeholders and executive sponsors
- Clearly communicate the progress of monthly/quarterly initiatives to internal and external stakeholders
- Develop new business with existing clients and/or identify areas of improvement to meet sales quotas
- Forecast and track key account metrics (e.g. quarterly sales results and annual forecasts)
- Prepare reports on account status
- Collaborate with sales team to identify and grow opportunities within territory
- Assist with challenging client requests or issue escalations as needed
- Coordination of tender reviews and deadlines and adjust them to the frameworks given by the customers
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives
- Verifies purchase requisitions by comparing items
- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items
- Obtains purchased items by forwarding orders to suppliers
- Receive and maintain approved purchasing orders as scheduled
- Implement procurement plan for purchasing equipment, services and supplies
- Review and analyze all vendors/suppliers, supply, and price options
- Maintain accurate records of purchases and pricing
- Work within a budget to purchase goods and services
- Compare prices amongst various vendors in order to make sound purchasing decisions
- Complete any other assignments upon the request of direct supervisor

SALES REPRESENTATIVE ACTIVE NETWORKS SAL - JDEIDEH
2015 - 2017

- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Discover profitable suppliers and initiate business and organization partnerships
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Negotiate with external vendors to secure advantageous terms
- Contributes to team effort by accomplishing related results as needed.
- Review of information about demands and derivation of supply and proposal preparations
- Clarification of bid conditions and management of the tender preparation
- Monitoring of the bid management in order to ensure it is aligned with the organization's requirements
- Contribution in cost and price calculations
- Coordination of tender reviews and deadlines and adjust them to the frameworks given by the customers

TEACHER UCMAS - ZALKA

2015-TILL PRESENT

- Adapt lessons to meet the needs of students
- Assess students' skills to determine their needs and to develop teaching plans
- Plan, organize, and assign activities that are specific to each student's abilities
- Discuss student's progress with parents, teachers, counselors, and administrators

TRAINING LAWYER GHORAYEB LAW FIRM - BADARO

2012-2014

- Communicate with their clients, colleagues, judges and others involved in the case
- Conduct research and analysis of legal problems
- Present facts in writing and verbally to their clients or others and argue on behalf of their clients
- Prepare and file legal documents, such as lawsuits, appeals, wills, contracts, and deeds
- Handle a variety of tax-related issues for individuals and corporations

SALES REPRESENTATIVE IRANI STORES - EIN EL REMMENEH

2010-2012

- Ensuring the products are delivered on time
- Selecting new products and reviewing the old
- Stock control
- Serving customers
- Helping with promotion

EDUCATION | **LEBANESE UNIVERSITY, JAL EL DIB, DIPLOMA IN LAW**
LYCEE OFFICIELLE DES JEUNES FILLES, FURN EL CHEBBAK, SOCIOLOGY & ECONOMICS

LANGUAGES | **Arabic:** Native Language; **French:** Fluent (Speaking, Reading, Writing) & **English:** Intermediate (speaking, reading) Intermediate (Writing)

HOBBIES | Reading, Basketball, Hiking, Swimming & Surfing the Internet

REFERENCES | **UPON REQUEST**