

## Jana Al Homsy

jana\_homsy@hotmail.com | [www.linkedin.com/in/jana-al-homsy-97379b95](http://www.linkedin.com/in/jana-al-homsy-97379b95) |

Skype Name: Jana\_homsy | +961-70-916604 | Beirut, Lebanon, Zareef Area

### PROFILE:

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- Top-ranked energetic sales and show room manager with seven-year history of sales success.
- Recognized for contributions to record-setting sales figures and new account development through strategic management.
- Experienced with leading sales team and in-depth understanding of the sales cycle process by focusing on customer satisfaction.
- Skilled with coordinating internal resources, developing detailed project plans, tracking progress, managing changes in project scopes, schedules and budgets. Skilled at market research, data analysis, public speaking and information sharing (one on one and large crowds).

### DEGREES:

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- 2012-2014 **Cardiff Metropolitan University (CMU) delivered at Modern University For Business and Science (MUBS)**  
**Master of Business Administration - Project Management.** Business Plan on *Creating a New Landscaping Company*.
- 2007-2012 **Modern University For Business and Science (MUBS)** *Beirut, Lebanon*  
**BS Business – Information System**

### CERTIFICATES:

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- 2015-2016 **Mira Training Center** *Beirut, Lebanon*  
**Architecture Design**
- 2015-2016 **Mira Training Center** *Beirut, Lebanon*  
**Graphic Design**
- 2013 **Modern University For Business and Science (MUBS)** *Beirut, Lebanon*  
**Advanced Microsoft Project 2010**
- 2007 **Mira Training Center** *Beirut, Lebanon*  
**Computer programming**

### DISTICTIONS & AWARDS:

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- July 2012 **Mira Training Center** *Beirut, Lebanon*  
**Certificate of Excellence in Programming,** for graduating in the top 5 percent.

### EXPERIENCE:

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- Feb 2014-Present **Chaer Trading Company** *Beirut, Lebanon*  
**Logistics and Purchasing Manager**
  - Communicate and follow up with clients about specific projects and their goals.
  - Generate invoices for clients based on services and in coordination with the project manager.
  - Prepare written estimates for clients based on materials, and equipment.
  - Plan, organize, direct, control, and evaluate the purchasing activities of the company.
  - Develop purchasing policies and procedures while adhering to quality.
  - Manage storage requirements on products to ensure all items are received and issued to the appropriate departments.
  - Inspect the inventory record of stock.

- Set up and audit purchasing quotations while keeping track of price shifts.
- Review purchase orders.
- Maintain efficient contact with suppliers and negotiate prices to achieve the most cost effective component delivery.
- Create codes for products with linked description as per preferred client criteria.
- Follow any changes in supply and demand of needed products or merchandise.
- Demand changes in product packaging from the country of origin in accordance to current local market trends and safety measures.
- Prepare and deliver trainings or workshops for new employees.
- Review reports prepared by staff before passing to the clients.

• Jan 2010-Jan 2014

**Chaer Trading Company**

*Beirut, Lebanon*

**Show Room Sales Manager**

- Handled showroom walk in customers.
- Handled display and product show casing to attract attention and maximize sales.
- Scheduled and managed on time delivery of products to customers all over Lebanon.
- Attended to customers' needs and demands.
- Followed up customers' satisfaction.
- Negotiated sales and discounts for all customers.
- Handled marketing of new products to boost sales.
- Set and approved seasonal product catalogues before their distribution.
- Maintained efficient contact with top customers.
- Regularly distributed up to date price lists and catalogue.

• Aug 2007-Dec 2009

**Chaer Trading Company**

*Beirut, Lebanon*

**Assistant Accountant**

- Prepared financial documents (invoices, vouchers, accounts payable and receivable).
- Prepared financial reports on regular basis and provided information to the finance team.
- Assisted with annual budgets and internal audits.
- Completed bank settlements, verified balances in account books and resolved errors in financial reports.
- Managed day-to-day transactions.
- Recorded office expenditures and ensured they are within a set budget.
- Reviewed computer reports for accuracy.

## **CONFERENCES:**

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- 2014 - "Leadership in Healthcare Organizations" organized by "Modern University For Business and Science (MUBS)" in sponsorship with "Al Rassoul Al Azzam" - Beirut, Lebanon.
- 2013 - "Advanced Microsoft Project 2010" – Beirut, Lebanon.
- 2013 - "How can Organizations convert from Operations to Project Management" organized by "Modern University For Business and Science (MUBS)" in sponsorship with "PMI-Lebanon Chapter" – Beirut, Lebanon.

## **SKILLS & LANGUAGES**

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- Fluent in English and Arabic languages.
- Expert with: Wizard, Soft Mind (Soft Office) and Orange (CompuData).

- Skilled with: Front page, Access, Visual basin.net, SQL, C++, C#, 3D Max, AutoCAD 2D, AutoCAD 3D, Photoshop, Illustration, InDesign, After Effects, Premiere.
- Proficient in Microsoft office (MS Word, PowerPoint and Excel).
- Familiar with SPSS, 2020 Design.