

SHADY DEEB

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OBJECTIVE:

Seeking a **Business/Project management** position in a well developed organization that enables me to develop and optimize my skills through a diversified exposure.

WORKING EXPERIENCE:

February 2015 – Present: **TurnKey Systems**

Position: **Business Development Manager**

- Monitoring customer preferences to determine focus of sales efforts
- Determining price schedules and discount rates with the coordination with the GM
- Collaborating with PM/GM to establish and control budgets for sales promotion and trade show expenses
- Interpreting short- and long-term effects on sales strategies in operating profit with the GM
- Defining and scheduling the project milestones with coordination with the head of technical team
- Coordinating, and reviewing activities of the project in order to meet the customer satisfaction

October 2013 – July 2014: **SETS (Exclusive agent for Dell)**

Position: **Senior Account Manager**

- Generating a substantive sales opportunity and achieving sales targets as defined by the sales director
- Producing customer-specific proposals, and attending customer meetings and presentations, at all times aiming to persuade prospects/clients of the benefits of Sets's IT hardware solutions (Dell, EMC...)
- Managing deliverable deadlines and internal review processes
- Maintaining all Sets Education sector and creating a database to ensure correct follow up
- Building an accurate pipeline on a quarterly basis
- Providing timely market studies and giving feedback to the management regarding performance based on appraisal sent to the customers

November 2010 – July 2013: **Intelligit SAL / Saudi Telecom Company International (STC)**

Position: **Project Manager and Business Analyst**

- Advising and providing performance reports reflecting the client current position in its international markets
- Preparing Financial, Operational and Strategic market competitive intelligence reports
- Conducting telecom analysis reports on a weekly and monthly basis
- Suggesting ad-hocs reports to the head quarter based on client's needs
- Coordinating with the head quarter team on common tasks
- Planning and scheduling project timeline and milestones of the customer's Portal
- Discussing and designing the portal based on the requirements of STC
- Tracking project milestones and deliverable
- Providing a process design of the client Workflow
- Developing and delivering progress reports, requirements documentation, and presentations

September 2008 – October 2010: **CEDARCOM (DSP)**

Position: **Account Manager**

- Meeting predefined sales quotas and closing deals on a monthly basis
- Establishing action plans in order to achieve monthly, quarterly and yearly targets
- Responding to and following up on sales inquiries by post, telephone, and personal visits
- Creating and conducting proposal presentations
- Providing attention and assistance to all clients in resolving their problems (technical, prices, services)

- Maintaining all Cedarcom Banking and Corporate client relationships and creating a database to ensure correct follow up
- Conducting market studies and detecting new business opportunities
- Providing timely feedback to senior management regarding market and performance

October 2006 – July 2008: **COMNET (ISP)**

Position: **Account Manager**

- Closing Business to Business deals for internet mobile machine and recharge cards
- Coordinating with the accounting department on every client's status
- Working with the research and marketing department on product improvement

March 2005 – March 2006: **ARK Agency, AMERICAN LIFE INSURANCE COMPANY (ALICO)**

Position: **Part Time Agent**

- Finding prospect clients and offering life insurance plans accordingly
- Working on several sales techniques in order to increase the sales volume

October 2001 – September 2005 **"IL PARLAMENTO"**

Position: **Headwaiter-Trainer**

- Maintaining high level of Sales through excellent Customer Service
- Advising customers on the best Italian food' on the menu
- Supervising technical training for staff

EDUCATIONAL BACKGROUND:

July 2012: Project Management Professional course
New Horizon (Al Khaleej), Al Riyadh

November 2008: ICND1 Certificate : Networking for home and Small Business
American University of Science and Technology (AUST), Lebanon-CISCO

Spring 2002 - Summer 2008: B.S in Management/ Management Information System
American University of Science and Technology (AUST),Lebanon

Fall 1996 - Summer 2001:Lebanese Baccalaureate Part II, Socio-Economic
Zahret El Ihsan school, Lebanon

SKILLS AND FIELDS OF EXPERTISE

- Strong organizational, time management skills and team worker
- Good managerial skills and knowledge of complex sales techniques
- Strong interpersonal skills, adaptation to a multicultural environments
- Knowledge of IT systems (MS Office, C++, Java, Computer Networks)

EXTRA CURRICULUM ACTIVITIES:

1987 – Present Member in Scout National Orthodox – Beirut, Lebanon

2015 – Present General Commissioner Scout National Orthodox – Beirut, Lebanon

2014 Certified TOT in the Lebanese Scout Federation – Beirut, Lebanon

2006 – 2007 First aid volunteer in the Lebanese Red Cross – Beirut, Lebanon

PERSONAL DETAILS:

- Date of Birth: 7th July 1981
- Languages Known: English, French and Arabic
- Lebanese National
- Married
- Ability to travel and willing to relocate