

JAD HUSSEIN YEHYA

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SUMMARY

To pursue a challenging career and be a part of a progressive organization that gives scope to enhance my knowledge, skills and reach the pinnacle in this field with determination, dedication and hard work and in the process contribute to the growth and development of the organization.

SKILLS

- **Attended the following trainings:**
Leadership, Advanced Communication Skills, Exceptional Customer Service, Time Management, Problem Solving and Decision Making, Product Knowledge, Conflict Management and Train the Trainer.
- Microsoft Office Word/ Excel/ PowerPoint/Outlook
- Management and Organization Skills
- Fluent in Arabic (native), French & English

EXPERIENCE

06/2018 to Current

Corporate Sales Executive

Broadband Plus S.A.L (Mobi), Lebanon

- Attend industry trade shows to accumulate new leads and make productive contact with existing clients.
- Maintain contact with clients through calls and emails to ensure customer satisfaction and obtain feedback.
- Conduct sales negotiation with clients to strike a favorable bargain for both the company and client.
- Help address and resolve customer complaints and issues with products/services.
- Generate sales reports each week and submitting them to the management.

07/2013 to 03/2018

Operations Coordinator

Offshore Holding, Africa – Beirut, Lebanon

- Run sales reports, profitability reports, analyze and made executive decisions on expanding the market (opening new branches).
- Research and analyze industry, market, and competitors to make informed strategy decisions.
- Direct the installation of improved work methods and procedures to achieve maximum efficiency.
- Take initiatives to take advantage of market opportunities, reduce operational threats, and forestall business risks.
- Maintain the administrative system, revenue report, P&L, payroll, contracts & timesheets.
- Maintain budgets and monitors cost against budget.

- Liaison with Board of Directors to make sure all efforts are in alignment.
- Coordinate with different departments & teams to ensure that they all pull in the same direction.
- Cultivate positive relationships with customers and suppliers through clear negotiation.

01/2008 to 04/2013

Sales Associate

Mike Sport & Co, Lebanon

- Ensure High Level of customer satisfaction through excellent sales service, and assess customer needs and provide assistance and information on product features.
- Remain Knowledgeable on products offered and discuss available options.
- Ensure the stock is effectively measured and controlled and manages order placement/requisitioning activities in order to maximize sales and meet stock performance objectives.
- Develop and motivate employees, in order to ensure the highest levels of performance and the achievement, or exceeding of sales targets.

EDUCATION AND TRAINING

2013

BA: Marketing

AUST

2008

Beirut Baptist School

ACTIVITIES AND HONORS

Member, Small Business Association (2008 - present)

PERSONAL INFORMATION

Date of Birth: April 4, 1991 | Nationality: Lebanese Marital Status: Single | Mount-Lebanon, Mansourieh, Lebanon

REFERENCES

References available upon request

INTERESTS

Hobbies , Sports (Boxing, Football, Bodybuilding...)

LANGUAGES

Fluent in Arabic (native), French & English