

Objectives

An extremely passionate person, motivated and team player with the ability to work under pressure with good communication and negotiation skills. I am certified in Supply chain (CISCM) and currently looking for an opportunity to combine my experience in customer relationship with the supply network.

Experience

Saber middle east (Business Analyst)

Date of employment: Jan 2019 till Mar 2019

Kfarchima, Baabda, Lebanon

Responsibilities

- Creating a detailed business analysis, outlining problems, opportunities and solutions for a business
- Planning and monitoring
- Variance Analysis
- Reporting

Malia Group (Customer Consultant)

Date of Employment : July 2013 till Jun 2018

Nahr Al Mot,Maten , Lebanon

Responsibilities

- Target new customers and arrange meetings
- Introduce products, promotions and discount for clients
- Weekly visits and follow up on existing customers
- Prepare Sales Order, follow up on distribution and invoicing, collecting money
- Follow up customer complaints
- Manage product visibility
- Build customer relationships based on trust
- Achieve mutual benefits for both customer and company
- Good knowledge about competitors promotions
- Prepare yearly contract
- Assists in preparing offers, Discounts and promotions.
- Team Player

Art Promotion (Sales Agent)

Date of Employment : Sep 2012 Up to Dec 2012

Nahr Al Mot,Maten , Lebanon

Responsibilities

- Contact new customers and arrange meetings
- Introduce new products, promotions and discount for clients
- Prepare Quotations for clients
- Search database for potential customers
- Daily Report
- Weekly visits and follow up on existing customers
- Follow up customer complaints

NO DOUBT (fashion wear for men and women)

Date of Employment : Dec 2011 Up to Sep 2012

Adonis, Keserwen, Lebanon

Responsibilities

- Partner
- Manage and guide Sales employees
- Contact suppliers, arrange deals, and follow up on deliveries
- Manage Stock
- Involve in pricing and discount strategies
- Marketing Strategies & Promotions
- Direct relation with customers
- Follow up all new fashion and update releases
- Unfortunately the Company closed its doors due to the economy problems

NAS Airline (Flight Attendant)

Date of Employment : May 2010 Up to October 2011

Riyadh, KSA

Responsibilities

- Follow the CSPM.
- Preflight check of safety equipments and doors.
- Assist passengers to their seats.
- Demonstrate safety procedure
- Selling products and food on board the aircraft
- Announcement
- Assist the lead in preparing reports which are used to improve services and customer care
- **Responsible for passengers' survey reports**; distribute, collect and arrange in respective report

STRASCO (Warehouse Officer)

Date of Employment : July 2009 to Mar 2010

Zalka, Meten, Lebanon

Responsibilities

- Receive sales orders and arrange them by type
- Prepare sales orders for deliveries according to schedule
- Check on loaded quantities
- Prepare daily reports related to stock in and stock out
- Prepare monthly report on non-moving items
- Perform monthly inventory and follow up on any discrepancies

Education

- Oct 2018 : IPSCMI, Certified International Supply Chain Manager
- July 2016 : KROLAN PROFESSIONAL MAKE UP : Seminar for theater, film and television
- From 2006 till 2009: Institute of Tourism , Dekwaneh: TS business administration
- 2005: Lebanese Baccalaureate II, life science, Sin-El-Fil, Public School

Computer Skills

- Microsoft Office (WORD, EXCEL, OUTLOOK, POWERPOINT) Oracle ,
- Prepare Social media pages and groups (Facebook, Twitter, Instagram, Youtube...), follow up and updates

Language Skills

- French & Arabic Fluent writing, reading and speaking
- English good writing, reading and speaking

Seminar

Supply chain professional 4/Sep/2018

Demand planning and forecasting 8/Feb/2019

Procurement and sourcing 22/Feb/2019

References

Upon request