

Curriculum vitae



PERSONAL INFORMATION

Name: Abdel Rahman El Masri		Email: abdelrahman-masri@hotmail.com	
Place &Date of birth	Country Saida-Lebanon	Date: 27-04-1979	
Home Address:	Saida		
Contact numbers:	Home:07737663	Mobile:76103320	
Nationality:	Lebanese		
Gender	Male		
Marital status	Married		

EDUCATION & TRAINING

EDUCATION				
From year	To year	School/University/ College	Subject of Specialization/major	Degrees/Diplomas obtained
1997	1998	Family school	Experimental Science	High school diploma
2002	2006	B.C.U University (A.U.L)	Business Administration	Bachelor Degree
TRAINING				
April 2016		Business Ethics		
March 2016		Critical Thinking		
February 2016		Leadership Skills For Supervisors – Communication, Coaching and Conflict		

EMPLOYMENT HISTORY

1.Name of Employer		Beirut Duty Free		
Type of Business		Salesman, Merchandiser & Stock Controller		
Address	Beirut			
Country	Lebanon	Telephone:	01629520	
Job title	Salesman			
Name of immediate supervisor		Mr. Hani Ammar		
Date of Employment (yr.)		From:2001	To : 2007	

Duties Performed	Performing duties such as: 1. Choose the merchandise which most excellent fits the establishment's requirements 2. Review requirements of organization and settle on amount and type of merchandise to buy 3. Watch over distribution of merchandise to outlets and maintain sufficient stock levels 4. Examine market reports, trade periodicals and sales support materials		
2.Name of Employer		Ali Abdul Wahhab Company (Kuwait)	
Type of Business		Administration	
Address		Kuwait	
Country		Kuwait	
Job title		Administrator	
Date of Employment (yr.)		From: 2007	To: 2010
Duties performed	1. Manage all municipal programs and services to ensure that services are provided in an effective and efficient manner. 2. Manage all municipal staff in order to ensure a productive and positive work environment. 3. Develop and implement a human resources plan and personnel management policies and procedures. 4. Supervise staff, delegate responsibilities and Take corrective action when required. 5. Provide cover across the team as and when required. 6. Aware and familiar in Human Resources Policies.		
3.Name of Employer		Beirut Duty free	
Type of Business		Salesman, Merchandiser & Stock Controller	
Address		Beirut	
Country		Lebanon	Telephone 01629520
Job title		Salesman on Electronics Department	

Name of immediate supervisor		Mr. Hani Ammar	
Date of Employment (yr.)		From:2010	To:2014
Duties performed	1. Enhance staff accomplishments and competence by planning delivery of solutions; answering technical and procedural questions for less experienced team members; teaching improved processes; mentoring team members.		
	2. Sells products by establishing contact and developing relationships with prospects; recommending solutions.		
	3. Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.		
	4. Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.		
	5. Prepares reports by collecting, analyzing, and summarizing information.		
	6. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.		
	7. Contributes to team effort by accomplishing related results as needed.		
	8. Prepares various reports as per the Sales manager request.		
	9. Analyze sales and market information.		
	10. Achieve tasks and objectives and solve day-to-day problems		
4.Name of Employer		Saudi Oger Company	
Type of Business		Administration	
Address		Riyadh	
Country		Saudi Arabia	
Job title		Coordinator – Sourcing	
Name of immediate supervisor		Mr. George Harb	
Date of Employment (Mo./yr.)		From: 2014	To:2016

<p>Duties performed</p>	<ol style="list-style-type: none"> 1. Examine and review manpower requests from various division. 2. Organize, plan and conduct recruitment missions and other type of recruitment. 3. Prepare external job advertisements, web posting, and specifications for external recruitment agencies 4. Assign the necessary task to subordinate pertaining to sourcing or related admin work . 5. Check candidates' references with their previous employers. (If required) 6. Initiate monitoring and follow-up with agency for line up applicants, short listing for final hiring. 7. Review and monitoring the different recruitment systems on a daily basis. 8. Provides required support to facilitate the flow of work and ease the workload of the Recruitment Team. 9. Keeps accurate records of discussions or correspondences with customers and agencies. 10. Performs miscellaneous job-related duties as assigned by the manager and recruiters. 11. Coordinates with the recruitment agencies (Preparing PTA'S + Sending the tickets). 12. Coordinates with the ticketing department for the ticket issuance. 13. Follow up with the agencies upon receiving the tickets. 14. Prepare Arabic Offer Letters. 15. Prepare Demand Letters. 16. Updating the master file of tickets and refund/re-issue the not shown on board & updates the Oracle System accordingly. 17. Closing the recruitment files in oracle system. 18. Responsible for sourcing pre-screening, interviewing and hiring-process of selected candidates to fill existing job vacancies or manpower requests for various departments in line with manpower plan and strategic objective.
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5.Name of Employer		Issam Bsai Co.	
Type of Business		Salesman	
Address	Saida		
Country	Lebanon		
Job title	Salesman		
Name of immediate supervisor		Mr. Wissam Bsai	HR Telephone:03705298
Date of Employment (yr.)		From:2016	Till:Sep2019

SKILLS & QUALIFICATIONS:

Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Meeting Sales Goals, Creativity, Sales Planning, Independence, Motivation for Sales, Team Work, ability to work under pressure. Strong organizational- time management and administrative skills.

LANGUAGES

Language	Written				spoken			
	fair	Good	Very good	Excellent	fair	good	Very good	Excellent
Arabic				*				*
English			*				*	

COMPUTER SKILLS

Microsoft office:			
Word	Excel	Power Point	

HOBBIES

Reading.

REFERENCES

References are available upon request.