

ARLETTE KHALLOUF

Zouk Mosbeh – Lebanon

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WORK EXPERIENCE

June 2007 till present

Owner and creator @ Arlette editions



<https://www.facebook.com/Arletteeditions/>

Workshops in Art crafts for kids and parents

- Planning and conducting sessions for “ Parents and Kids “ to discover the creativity from within
- Awareness about reusable materials in our life
- Developing creativity of the child
- Encouraging independent work in these workshops
- Learning from their mistakes
- Boosting self confidence
- Teaching teamwork in small groups, cooperation and supporting each other
- Finding joy and creativity in everything

June 2015 till June 2019

**Orkin
Sales Manager**

- Conducting the preparation of quotation, proposals and bids
- Maintaining all PR on all Levels and communication with clients
- Participating with management in developing the Strategic Sales Plan
- Appraising the performance of the Sales team members
- Enforcing & following up on sales process
- Revising sales strategies as per marketing reports and Top management evaluation
- Conducting awareness sessions for Kids in schools and nurseries concerning Pests life Cycles, Benefits, hygiene, ...
- Generating Leads for possible sales
- Working on sales software for quotation & reporting
- Create and follow up sale process and work on excel forms and outlines when no software exists
- Coordinating the development & maintenance of records management system to meet with iso9001
- Maintaining the communication system and customer relation to keep client extremely satisfied
- Following up with accounting team on invoicing and collection process
- Generating business growth quarterly report
- Conduct training for staff and clients as required

June 2011 - June 2015

**Unimar Corporation
Senior Business Development Consultant**

- Implementing the company’s networking activities from field to marketing level
- Direct marketing activities
- Analyzing and planning innovative strategies of selling
- Achieving sales vision and target set up by the top Management
- Working on building healthy bonds with new and existing clients

- Identifying new opportunities for sales campaigns that can lead to increase sales
- Discussing and consulting with top management on latest business trends with a view to introduce innovative services in the future
- Following up on sales enquires
- Designing and implementing training programs for sales staff
- Following up with procurement department on cost effective purchasing vs each sales project
- Renewing old contracts
- Drafting offers and preparing contracts
- Conduct training for staff and clients as required
- Conducting Statistics and reporting

Sept 2008 – Sept 2009

**Boecker Public Health
Residential Division Manager**

- Implementing company's networking activities from field to marketing level
- Directing marketing activities
- Following up on sales enquires
- Initiating contact with potential customers and keeping communication with existing ones
- Developing community relationships for referral and sales opportunities
- Tailoring sales proposals to meet individual homeowner's needs
- Achieving assigned sales performance objectives
- Controlling collection and invoices
- Renewing old contracts
- Drafting offers and preparing contracts
- Making Clients' courtesy calls

June 2008 – Aug 2008

**Alfa Telecom – Managed by Fal Dete
Distribution Department (Temporary Project)**

Feb 2003 – Feb 2008

**Galerie Vanlian
In charge of Human Resources / Marketing Department /
Customer Service Department**

- After sale services and customer care / Purchase managing
- Recruiting new staff members / preparing contracts / NSSF management
- Organizing training sessions for employees
- Evaluating employee's performance / conducting appraisals

2002 – 2003

**New Markers
Public Relations & Marketing Management**

2000 – 2002

Public Relations Representative for Super star Ragheb Alama

EDUCATION:**2001 – 2007****Notre Dame University (DCE), Zouk Mosbeh**

Business Marketing Diploma

Business Management / Executive Administration Diploma

1998 - 2000

Dekwaneh Technical Institute

Interior Design Certification

TRAINING:

- Beyond Leadership (Starmanship)
- Achieve 110% of your employee strength (Starmanship)
- Kami Sama indoors Sales program (Wydner Coaches)