

## MUHANNAD KHAZENDAR

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DOB: 15 – Sep – 1992

### OBJECTIVE

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Seeking a challenging yet rewarding management position in sales & marketing within a reputable corporation, where I can share, expand and grow my knowledge and skills while focusing on mutual success.

### Previous Experience

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April 2018 – August 2019      **Profiles International – Qaitas**      Beirut, Lebanon

**Position: Business Development Executive**

**Closed their doors in Lebanon.**

**Duties:**

- Studied with the management how to start up the business financially, including marketing plan.
- Identified new sales leads.
- Pitched products and services.
- Maintained fruitful relationships with existing customers and developed the business.
- Researched organizations and individuals online to identify new leads and potential new markets.
- Planned and overseen new marketing initiatives.
- Attended conferences, meetings, and industry events.
- Prepared and delivered pitches to potential investors
- Prepared presentations and sales displays for the whole company to better develop the business.
- Contacted clients to inform them about new developments in the company's products and upsell.
- Developed sales goals for the team and ensuring they are met
- Trained personnel and helping team members develop their skills

November 2016 – April 2018      **Softimpact S.A.R.L**      Beirut, Lebanon

**Position: Sales Manager**

**Duties:**

- Managed complex and large tenders and bid teams.
- Led generation and identifying new markets to approach.
- Created, led and adapted sales strategies based on market demand and current conditions.
- Set KPI's and reviewed them periodically.
- Created brand awareness and increasing company exposure.
- Managed the sales team and organizing their workflow and schedule.
- Responded to complaints from customers and provided after-sales support when requested.
- Handled the processing of all orders with accuracy and timeliness.
- Monitored the team's progress, identified shortcomings and proposed improvements and training plans.

April 2013 – November 2016

**Early Learning Centre**

Beirut, Lebanon

**Position: Assistant Sales Supervisor and System Trainer**

**Achievements:**

- Employee of the Month: February & May 2015, April, June & July 2016
- Employee of the Year: 1<sup>st</sup> Runner up 2016

**Duties:**

- Checked inventories to ensure products in stock.
- Demonstrated products to customers and explained features, warranties and replacement policies.
- Collecting payments and regularly performed accounting duties.
- Instructed employees of the company on how to use different computer programs and EDM.
- Proactively presented solutions to customers with issues or complaints.
- Organized Staff schedules and Annual vacations.
- Evaluated new employees' skills and behavioural characteristics.
- Assisted in visual merchandising.
- Stock reports
  - I. Order items available in stock and warehouse
  - II. Order additional Shipment requests
  - III. Report slow moving items
  - IV. Submit sales reports

May 2012 - December 2012

**Goodies**

Beirut, Lebanon

**Position: sales representative**

**Duties:**

- Demonstrated products and services to existing/potential customers and assists them in selecting those best suited to their needs
- Reported directly to my sector manager
- Cashier

## EDUCATION

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2016

**Beirut Arab University**

Beirut, Lebanon

Graduated: Banking and finance

Summer, 2016

**ICDL**

Beirut Arab University

November 2016

**SEO and SEM**

Adaptous

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## SKILLS

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### **Technical Skills and Personality:**

- Computer literacy essential (Microsoft Office Package.)
- Prepares general ledger entries by maintaining records.
- Prepares monthly, quarterly, semi-annually, and annual financial closing and reports.
- Strong analytical skills, planning, and problem-solving skills.
- Well-organized and responsible with an aptitude in problem-solving
- Excellent budgeting, planning skills, well organized and highly motivated.
- Delivering impressive presentations to individual or group audiences.
- Internet based business development.
- Superb presentation and closing skills.
- Ability to interpret complex information, data, news and research quickly.
- Work under pressure, Communication and researching skills.
- Reliable, able to effectively work with a team.
- Ready for challenge, Strong follow up and passion to work with numbers.

### **Knowledge:**

- Methods of calculating inventory cost.
- Possess basic mathematic skills and knowledge of accounting principles.
- How to attract new clients and identify new markets
- Journal entries, Balance sheet & Cash flow.

## LANGUAGES

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- Arabic and English (Written and Spoken)

## HOBBIES

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- Surfing the internet
- Mountain climbing
- Good researcher (reading, museums)
- Sports (Running, football)
- Mind games (backgammon, Sudoku, Checkers)

## REFERENCES

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Available Upon Request