

GHASSAN SAMAHA
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OBJECTIVE: Seeking a full-time job

EDUCATION:

From September 1979 until February 1983

**American University of Beirut: Bachelor in Business Administration, with
Emphasis on marketing & SALES**

Courses Taken (Accounting, Finance, Marketing, Management)

Average 76/100

From October 1978 until June 1979

**COLLÈGE DES FRÈRES MONT LA SALLE Beirut, Lebanon
Lebanese Baccalaureate Official
Mention Très Bien**

EXPERIENCE

From May 2015 until now

Produits Et Solution Informatiques (PSI)

Position Held: Sales Manager

Duties and Responsibilities:

- Select, develop, and coach a professional sales team to meet or exceed specific goals for profitable revenue growth.
- Develop and implement annual sales plans by Account Executive and account.
- Implement the company's sales process to establish a culture of consultative selling to customer's decision-makers at all levels.
- Cultivate and maintain effective business relationships with executive decision makers in large accounts.
- Pursue identified business prospects, participating actively in the planning and sales process for new business opportunities.

- Collaborate with marketing resources and the sales leadership team to define overall sales strategy, and to develop products and solutions responsive to the customer's business. Apply research insights and to provide compelling advertising solutions based on the company's business strengths.
- Coach Account Executives to build effective staff relationships that enable them to respond quickly to emerging customer opportunities, and provide for seamless execution of the company's business processes that exceed customer expectations.
- Encourage and requires high level teaming and collaboration skills to gain the committed and motivated efforts of the company's staff who do not report directly to the National Sales.
- Establish a planned program for sales coaching, working with Account Executives on all aspects of the sales process. Makes coaching sales calls with Account Executives to provide feedback, and to assist with large opportunities. Travels extensively to meet customers and to coach Account Executives in the field.
- Perform all other duties as needed or required to maintain and grow profitable business within the assigned account base

From February 2014 until January 2015

IRADAT OFFSHORE COMPANY dealing in all types of steel

Position Held: Procurement & Sales Manager

Duties and Responsibilities:

Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels;

- conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality;
- liaising between suppliers, manufacturers, relevant internal departments and customers;
- identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them;
- negotiating and agreeing contracts and monitoring their progress, checking the quality of service provided;
- processing payments and invoices;
- keeping contract files and using them as reference for the future;
- forecasting price trends and their impact on future activities;
- giving presentations about market analysis and possible growth;

- developing an organization's purchasing strategy;
- producing reports and statistics using computer software;
- evaluating bids and making recommendations based on commercial and technical factors;
- ensuring suppliers are aware of business objectives;
- attending meetings and trade conferences;
- Training and supervising the work of other members of staff responsibilities.

From March 2000 until March 2013:

Universal Electronics: Beirut

Position Held: Operation & Procurement Manager

Duties and Responsibilities:

- Supervising all the operation in the company
- Coordinating between all the different departments and their heads
- Reviewing the finances of each operation
- Making plans and strategies to improve the overall performance in the company
- Solve any disputes that arise within the company between different departments
- Review the reports of each department and make suggestions for them to improve
- Look after the company's financial budget and make sure every department adheres to it
- Although, this position is with the high level management, they have to be close with all the employees
- Make suggestions for promotions
- Manage the employees with the human resources department
- Delegate duties to responsible people
- Give their full attention to each different operation and manage all the details regarding it
- Review each department and its performance from time to time, to evaluate the performance
- Make reports for the high level management about the operations of the company
- Working closely with the human resources department and as they have to know about each employee
- Plan and implement designs for operations

Interfaces with Product Line Planning Manager to plan and prioritize purchasing activities.

- **Reviews planned orders, creates requisitions for purchased items, and manages approval process.**
- **Transmits and prioritizes approved purchase orders and supporting documents to supplier.**
- **Tracks order acknowledgement, prepares and communicates shortage and backlog reports, and provides visibility of potential interruptions to internal customers.**
- **Tracks orders and confirms system lead times, delivery dates, and costs.**
- **Reviews, updates, and maintains purchase orders until they are closed.**
- **Ensures orders adhere to supplier agreements and contracts; reports nonconformance.**
- **Leads finance and logistics staff in resolving reception and invoice discrepancies.**
- **Identifies opportunities and implements actions to achieve efficiencies.**
- **Contributes to consolidation, reduction, and rationalization of the local supplier base.**

**Seeking new distributor for the electronic product in the Middle East
Prepare marketing study and forecast for the company that we represent in the Middle East like:**

1. **Kodak Multimedia**
2. **SAITEK electronic IT accessories**
3. **Franklin Electronic Publishers**
4. **Madcatz accessories for PS3&XBOX &PC**
5. **Sanho for mobile phone accessories & Ipad**

From February 1983 until June 2000

OLAYAN GROUP JEDDAH: KSA

Position held: National Sales Manager

Duties and Responsibilities:

Responsible for sales & technical department in KSA

- Select, develop, and coach a professional sales team to meet or exceed specific goals for profitable revenue growth.
- Develop and implement annual sales plans by Account Executive and account.
- Implement the company's sales process to establish a culture of consultative selling to customer's decision-makers at all levels.
- Cultivate and maintain effective business relationships with executive decision makers in large accounts.
- Pursue identified business prospects, participating actively in the planning and sales process for new business opportunities.
- Collaborate with marketing resources and the sales leadership team to define overall sales strategy, and to develop products and solutions responsive to the customer's business. Apply research insights and to provide compelling advertising solutions based on the company's business strengths.
- Coach Account Executives to build effective staff relationships that enable them to respond quickly to emerging customer opportunities, and provide for seamless execution of the company's business processes that exceed customer expectations.
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ACCOMPLISHED:

1- IMPLEMENTING TOSHIBA FILING SYSTEM IN MOST MINISTRIES IN KSA LIKE FILE NET SYSTEM

2-IMPLENTING OLIVETTI COMPUTERS IN SAUDI AIRLINES FOR GALILEO PROJECT IN TRAVEL AGENCY.

SUMMARY SKILLS:

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Access, Internet use,

LANGUAGES: Fluent in English, Arabic and French

SOFT SKILLS: Leadership, Communication, Team-Building, Organizational, Management, Public Speaking,

TECHNICAL SKILLS: Procurement

INTERESTS AND HOBBIES:

- Sports: Swimming
- Social: Respect, Relationship Management, Conflict Resolution

REFERENCES: Available upon request