

# Khalil Abi Akar

## Profile

Energetic, self-motivated and hard working ,with a very good knowledge of local market. Able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. An effective communicator at all levels within an organization. First-class analytical and good problem solving skills.

## Work Experience

### 1. BUPA Arabia for Cooperative Insurance- KSA

October 2009 till present

#### Relationship Manager

- ✓ Effectively manage, maintain and build long-term mutually beneficial relationship with BUPA existing and new clients Responsibility includes renewals, collection and problem solving.
- ✓ Achieve BUPA Middle East AOP Renewal Target in Membership and Revenue. Build profitability by improving Loss Ratio.
- ✓ Managing corporate accounts between 1000 and 5000 members .
- ✓ Provide detailed account management plan, renewal, collection, MIS report and Service Level report for ongoing 12 month to achieve business objectives.
- ✓ Monitor and update the renewal funnel with a clear renewal strategy in coordination with the Head Of Corporate Relationship for ongoing 12 months in order to secure business targets.
- ✓ Prepare & present agreed product presentations for new & renewed clients. Focus groups and seminars to increase member's awareness.
- ✓ Ensure to update records, forecasts and minutes of meeting on Sage CRM.
- ✓ Ensure collection of due and outstanding amounts in line with the credit control policy
- ✓ Positive general approach to my job, effort, attendance record, timekeeping, preparedness to help colleagues in their own and other departments and overall impact.
- ✓ Manage Relationship executive guidance and support to achieve quarterly targets, train new joiners with customer meetings and medical insurance customer relationship management

### 2. Span SARL – Lebanon

June 2007 – September 2009

#### Sales Representative

- ✓ Meeting the warehouses managers and engineers and advise them how to ameliorate.
- ✓ Selling the items such as Warehouse raking, and management software for warehouses.
- ✓ Taking the measurements of the project after the contract is signed.
- ✓ Ensure the collection of the due payments.
- ✓ Ensure the satisfaction of the client after the project is done.

### 3. 5 Index Advertising - Lebanon

July 2006 till June 2007

#### Sales Representative

- ✓ Selling Advertising Spaces for all business Sector on 5 Index BOOK , WEB and 5 index trade .
- ✓ Convince the client the benefit after the advertisement based on his concern.
- ✓ Convince the client for the renewal after and before the expiry date .
- ✓ Insure the collection of the payments.

#### 4. Fantoni Office Furniture's and designs

January 2006 – June 2006

##### Sales Representative

- ✓ Selling Office furniture.
- ✓ Getting deals for Office furniture projects.
- ✓ Insure the collection of the invoices .

#### Training

- ✓ Selling in a competitive World – Achieve Global ( Bupa Arabia )
- ✓ Bridging Outcome – Achieve Global (Bupa Arabia)
- ✓ Professional Selling Skills PSS - Achieve Global ( Bupa Arabia )
- ✓ Negotiation Skills - Achieve Global ( Bupa Arabia )
- ✓ Principles and Practice of Insurance – Impact Training Center ( Bupa Arabia )
- ✓ Logistics Under Pressure – Span Group – Dubai

#### Education

1. **USEK** **2004**
- **Degree:** Bachelor of Business Administration BBA. Concentration in Management.

#### Skills

<u>Skill</u>	<u>Level</u>	<u>Years practiced</u>
MS Office	Intermediate	More than 5 years
Sage CRM	Intermediate	More than 2 years

#### Languages

<u>Language</u>	<u>Level</u>
Arabic	Excellent
English	Excellent
French	Good

#### Target Job

**Job Type:** Employee  
**Job Status:** Full Time

#### Contact Information

**Address:**  
Riyadh, Saudi Arabia – central Region

**Mobile Phone:**  
00966 54 6699555  
0096170173543

**Email:**  
[abiakark@gmail.com](mailto:abiakark@gmail.com)

#### Personal Information

**Nationality:** Lebanese  
**Resident of:** Saudi Arabia - Riyadh  
**Birth date:** 10 September, 1979  
**Gender:** Male  
**Marital Status:** Married  
**Interests:** Music, Basketball & Swimming

