

NAJI MOUNAYER

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Date of Birth: 1 Nov 1979

Nationality: Lebanese

PROFESSIONAL EXPERIENCE

Sales team leader/Head of Region - Small & Medium Enterprises Department.

BLC Bank - Head office, Adlieh, Beirut

2017 - Present

- Managing & supporting the team (Relationship Managers)
- Developing sales leads for Bank product.
- Analyzing markets & preparing Reports.
- Executing Sales Development Strategies.
- Reviewing the files with the RMs before submitting to committee
- Resolving conflicts and looking for new business opportunities
- Managing the portfolio of potential & existing clients
- Targeting potential clients and marketing enterprise visits in several regions
- Assisting the Team in their visits to the new & potential Clients.
- Conducting training - Events and orientation session as road-show
- Prospecting and building business relations serving as liaison with clients by using effective communication and public relations
- Analyzing files by relying on financial statements & ratios
- Resolve customer complaints quickly and effectively
- Providing final recommendations to pre-approval Loans
- Assessing debit/credit transactions for SME loans programs based on company performance and financial activities
- Managing of checks clearing related to the Clients
- Direct Reporting to Head of Small & Medium Enterprise Department

Senior Relationship Manager - SME

BLC Bank - Head office, Adlieh

2016 - 2017

- Understanding customer needs and develop plans to address them
- Building positive relationships with existing & potential customers
- Analyzing credits for commercial & client requests
- Assisting with generating new business

Small Business Development Officer

BLC Bank – Head office, Adlieh

2012 - 2016

- Targeting potential clients and marketing enterprise visits in all regions
- Auditing legal and required documents from clients and companies
- Conducting training and orientation session as road-show
- Preparing Cash Flow & Business plans: ensure business sustainability

Achievements:

Best Achiever for Sales Target in 2013, 2014 – 2015 & 2016 in SME Department.

Succeeded in Lebanese regulation Exam/2015 with Merit

Succeeded in Bank Credit Exam /2018

Training in sales skills

Training in Network & Communications

Training in Financial Credit & Ratios

Sales & Credit Officer

Entrepreneurial Development Foundation (EDF)- Hamra

2006- 2012

- Supervise team activities, conduct sales meeting and lead the team to achieve aligned goals
- Prepare Feasibility studies, Cash Flow & Files for loan applications

Sales Field Officer

Urban Young Professionals/ ESFD Program -Achrafieh

2005- 2006

- Client interface, one to one meeting with SME owners
- Prepare documents to assess the study of client's files and capabilities for loans submission

Assistant Manager

Credit National de Finances – Bekaa

2004- 2005

- Reviewing / processing requests for credits applications
- Prepare feasibility study

Sales supervisor (Part-time job)

New Information Technology S.A.L. - Beirut

2005- 2012

- Sales of "SoftPharm Gold" (Software specialized for Pharmacies & Institutions)
- Conducting Demo session to The Clients.
- Visit Client (one to One meeting) in order to provide him with necessary Demonstration & information

EDUCATION



Masters in Business Administration

Université Saint-Esprit - Kaslik

2005 – 2007



Bachelor degree in Business Administration

Université Saint Joseph - Beirut

1999 – 2003








Life Sciences Graduate

Saint Coeur School – Baalbeck

1982 – 1998

PROFFESIONAL COMPETENCIES

-  Communication Skills
-  Organization Skills
-  Business Partnership
-  Motivating Self & Others
-  Decision Maker
-  Analytical Skills
-  Problem Solving Skills
-  Management Skills

ADDITIONAL INFORMATION

-  Technology Skills: Windows platform, MS Office tools
-  Hobbies: Tennis, swimming and music.

LANGUAGES

English (Fluent)

French (Fluent)

Arabic (Native)