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| Profile | <p>A wide range of experience in so many different sectors.</p> <p>Able to work on own initiative and as an active Manager.</p> <p>Proven leadership skills involving managing, developing and motivating teams to achieve common objectives.</p> <p>First class analytical skills, self-motivated and hard working with experience in all aspect of work development in conducting research, assessments, desk reviews in all fields</p> |
| Objective | <p>Seeking a regional management position in a result-oriented company , in the fields of operation position or other administrative functions,</p> <p>where my leadership , strategic planning and business development skills will be fully utilized in a competitive and persuasive environment ;</p> <p>Looking forward for a full time career that will give my academic background and experience new dimensions and scopes.</p> |
| Education | <p>2019 – 2017: Master Degree in Political and Administrative Sciences; Lebanese University – Jal El Dib</p> <p><u>These Title:</u> American Strategy in the Middle East: from creative chaos to Re-Domination</p> <p>2017 – 2014: Bachelor Degree in Political and Administrative Sciences; University – Jal El Dib</p> <p>2005 – 2001: TS3 Accounting (not taken); IST – Jal El Dib</p> <p>2001 – 1999: 2 years Law; Lebanese University – Jal El Dib</p> <p>1999 – 1998: Grade 12 – Philosophy; Sagesse - Jdeideh</p> |

Professional Experience

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| <p>2007 till 30-Apr-2020 ABC Achrafieh Senior Mall Supervisor</p> <ul style="list-style-type: none"> • Responsible of all Mall operation issues and the information staff agents. • Responsible of the waste management recycling program • Ensure the implementation of ABC rules and regulations - Maintain the ABC standard. • Ensure the coordination between tenants and the top management • Responsible of the Customer service staff, problems research, periodic assessments, and review the action plans and policy briefs • Supervise Employees (ABC Store); Opening and Closure of ABC store • Action plan - MOD report - Budget of the incoming year- update the project work plan • Decrease the rate of the quality control report • Control of certain assignments such as Maintenance, Security, Cleaning... • Coordination between marketing and tenants • Responsible of all the events workshops, trainings, publications and project activities (coordination and practicing) • Take the initiative to resolve urgent problems |
| <p>2007 Zess Café Dbayeh - Floor Manager</p> <ul style="list-style-type: none"> • Opening the shop: Recruitment & Training of the team • Inventory – Requisition – Schedule -Customer service -Repairing the kitchen • Managing the staff - Purchasing - Costing - Cash close |
| <p>2006 Izzat el Daouk Choueifat - Export Dept. Manager</p> <ul style="list-style-type: none"> • Purchasing for Saudi Shop - Supervise Employees • Transfer In/Out - Stock Control - Quality Control - Product Requisitioning • Program Design for POS - Export Good |
| <p>2006 – 2003 Cinnzeo Jal El Dib - Manager</p> <ul style="list-style-type: none"> • Accounting Book Analysis - Supervise Employees - Work Scheduling • Salary Preparation - Cash Close - Inventory Control- Product Requisition • Program Design for : Daily sales & Weekly Reports • Data Analysis for : Customer Flow & Seasonal Flow |
| <p>2003 – 2002 Spinney’s Dbayeh - Customer Service - Bakery</p> <p>2002 – 2001 Fiera Del Scarpe Bourj Hammoud - Own Shop (Parents)</p> <p>2001 – 2000 Dunkin Donuts Zalka - Customer Service</p> <p>2000 - 1995 Mouawad Library Jal El Dib - Supervisor</p> <ul style="list-style-type: none"> • Supervisor : Sales and Responsible of employee - Inventory -Requisition - Cash sales |
| <p>During all these years from 1995 till now: Teaching (Private Lessons):</p> <ul style="list-style-type: none"> • Identifying, selecting and modifying instructional resources to meet the needs of the students. • Researching, establishing and implementing programs review and outcome assessment criteria, standards, systems & procedures and integrating the same into future departmental planning. • Managing Students, Assisting the students to perform well in the exams. Preparing and approving manuals, guidelines. • Fostering a healthy learning atmosphere by recognizing & nurturing the creative potential of each student. • Ensuring the success of all students by facilitating the development, communication, implementation and evaluation of various new educational concepts. |

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| Key Qualification | <ul style="list-style-type: none">• A wide range of competencies including participatory research, projects handling, managing, monitoring and evaluation of the staff.• Good listener, patient, fast learner, confident.• Excellent communicator both in writing and face to face.• Highly motivated team worker• Extremely productive in high volume, high stress, environment.• Persuasive and very Organized.• Effective operation and communication within the organization.• Clear presentation skills developed through the company.• Excellent communications skills and ability to build rapports easily.• Demonstrated ability to lead and manage an effective team• Self-Discipline and motivation.• Manage the company's target is set and followed.• Implement strategy, plans and objectives of the corporate• Achieve company's goals, profit and growth targets and Maximize sales.• Undertake market research studies and analysis and business plans.• Maintain standards and expand the market needs. | | | | | | | | | | | | | | | | | | | |
| Language | <table><tr><td></td><td>Spoken</td><td>Written</td><td>Read</td></tr><tr><td>Arabic</td><td>Excellent</td><td>Excellent</td><td>Excellent</td></tr><tr><td>French</td><td>Very Good</td><td>Very Good</td><td>Very Good</td></tr><tr><td>English</td><td>Very Good</td><td>Very Good</td><td>Very Good</td></tr></table> | | | | | Spoken | Written | Read | Arabic | Excellent | Excellent | Excellent | French | Very Good | Very Good | Very Good | English | Very Good | Very Good | Very Good |
| | Spoken | Written | Read | | | | | | | | | | | | | | | | | |
| Arabic | Excellent | Excellent | Excellent | | | | | | | | | | | | | | | | | |
| French | Very Good | Very Good | Very Good | | | | | | | | | | | | | | | | | |
| English | Very Good | Very Good | Very Good | | | | | | | | | | | | | | | | | |
| Computer Literacy | Dolphin System, Silicone Program, Access, Windows, Word, Excel, PowerPoint, Internet outlook. | | | | | | | | | | | | | | | | | | | |

References available upon request.