

# ANTHONY MATTA

## EXECUTIVE SUMMARY

A talented and finance graduate with solid formations in finance and accounting. A driven and exceptionally talented Business Development with widespread management expertise within aerospace and defense, having initiated change and significantly improved efficiency and reduced costs through project leadership and vendor management on an international basis. An individual with program management expertise who has acquired extensive commercial exposure within leading organizations, where knowledge has been continually demonstrated and promotions achieved and who would be an asset to any forward thinking organization.

## AREAS OF EXPERTISE

● Problem Solving ● Project Reporting & Correspondence ● organization and planning ● Sales Negotiation ● JIA /Laserfish Database ● Retail Pro Software ● Apple Product & Sales Training ● Aerospace and defense expertise ●Microsoft Office Suite ● subcontractor recruitment and management ● Strong communicator ● Commercial and contractual negotiations

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## CAREER TRACK

### ACCOUNT MANAGER

**Fabco Solutions, EMEA | 2021 - Present**

- Developing and sustaining solid relationships with key clients that bring in the most income for the company.
- Addressing and resolving key clients complaints.
- Acting as the main point of contact between key clients and internal teams.
- Communicating and collaborating with the advertising, design, marketing, sales, and logistics departments to ensure that key clients' needs are met.
- Compiling reports on account progress, goals, and forecasts for account teams and stakeholders.
- Developing a thorough understanding of key clients' needs and requirements and preparing customised solutions.
- Negotiating contracts with key clients and meeting established deadlines for the fulfilment of each client's long-term goals..
- Play an integral part in generating new sales that will turn into long-lasting relationships.
- Develop new business with existing clients and/or identify areas of improvement to meet sales quotas.
- Acting as a client advocate with a focus on improving the buyer experience.
- Identify customers at risk and provide the support necessary to retain and make them successful.

### CORPORATE SALES CONTROLLER

**RYMCO , Beirut, Lebanon | 2019 to 2020**

- New/Used Car Sales control.
- Planning, Monitoring, Appraising and reviewing sales contributions.
- Develop SilverBlaze systems by controlling sales & Legal processes
- Manage Staff sales Level
- Responsible for all trade in vehicles.
- Review and approve all operational invoices and ensure they are submitted for payment.
- Defining trade-spend policy together with Sales, considering pricing, trade terms.
- Provide back up for functions as: Credit Control (decision maker);

## **SALES, CLIENT RELATIONSHIP & PROJECT COORDINATOR**

### **Tassoco Group- EMEA | 2014 to 2019**

- Identify and evaluate specific new profitable business opportunities.
- Routine communication with Supervisors relating to financial close, issues and deliverables.
- Research and prepare variance analysis and explanations.
- Responsible for performing special projects to improve process efficiency and performance.
- Coordinate and track shipment with Logistic Companies.
- Administration of Contract management tools and procedures (including Compliance, Documentation and Contractual Change)
- Act as Sales, Business development & marketing representative for an existing key accounts.
- Organize, manage and develop contacts, accounts, leads and opportunities.
- Provide data/statistics on supplier performance and feedback on performance to Claims Management team.
- Attend industry trade shows as required.
- Worked on an international basis within this international trade, infrastructure, contracting and consulting company.
- Ensured the effective recruitment and supervision of all subcontractors, enabling the achievement of objectives.
- Built sound, lasting, working relationships with key partners and clientele.
- Achieved excellent results in enhancing company growth through the building and development of new international partnerships: Raytheon Company, L-3 Wescam, L-3 SDS, L-3 Simulation & Link, L-3 TRL, L-3 SATCOM, MD Helicopters, Kelvin Hughes, Defense Cell and Artemis Inc. - Attracted new clients and identified new markets within the various Lebanese Armed Forces agencies (Airforce & Navy) and other Lebanese Security agencies such as Internal Security Forces and the Intelligence Bureau.
- Selected as In-Country Service Manager (2016) for Raytheon Systems 4 million dollar MSSR Air Traffic Control Radar projects in Lebanon, ensuring the effective management of all site surveys, project analysis, negotiations and scheduling.

## **SALES REPRESENTATIVE**

### **ITG Holding, MAC Shop, Beirut Lebanon | 2013 to 2014**

- Identify and manage supply chain requirement for the store and maintain showroom appearance
  - Provide technical support to customers Prepare and present monthly sales and accounting reports
- Inside Sales Representative Responsibilities:
- Communicating with customers, making outbound calls to potential customers, and following up on leads.
- Understanding customers' needs and identifying sales opportunities.
  - Answering potential customers' questions and sending additional information per email.
  - Keeping up with product and service information and updates.
  - Explaining and demonstrating features of products and services.
  - Staying informed about competing products and services.
  - Upselling products and services.
  - Researching and qualifying new leads.
  - Closing sales and achieving sales targets.

## PROJECT COORDINATOR

**Port of Beirut, Quay 16, Container Terminal Extension Project) Joint Venture Company, Sellhorn Middle East (Tassoco & Sellhorn & Dar Al Handasah, Beirut, Lebanon | 2012 to 2013**

- Manage and control incoming/outgoing correspondence log
- Input into commercial database through the use of Laserfish
- Coordinate and set-up meetings between senior company figures and the customer
- Drafted site progress, MoM reports, formal letters and project specific forms.
- Provided continuous communication and assistance to foreign project managers and engineers
- Designing and controlling the project schedule.
- Preparing presentations to update senior management on the project's progress and showcase the project's value.
- Delegating tasks to team members.
- Tracking and communicating project risks and opportunities.
- Looking for ways to increase the project's profitability and reduce expenses where possible.
- Ensuring deadlines are met.
- Organising and attending stakeholder meetings.
- Providing administrative support.
- Organising project team meetings and recording minutes.
- Liaising with clients to determine the project's objectives.
- Handling financial queries.

## DEGREES

### COURSERA - ONLINE CERTIFICATE

**Digital Marketing**

2022

### COURSERA - ONLINE CERTIFICATE

**Data Analyst**

2022

### MORGAN INTERNATIONAL -BEIRUT

**JIA-Junior Investment Analyst**

2014

### AMERICAN UNIVERSITY OF SCIENCE & TECHNOLOGY

**BSc Degree in Business & Finance**

from 2010 to 2014