

Tarek Souheil Halawi

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OBJECTIVE

A challenging position in a reputed firm where I can better utilize and enhance my managerial and multi-language skills contributing to the organization goals.

EDUCATION

- ✚ 2003 – *Bachelor's Degree in Business Management @ B.A.U– Beirut Arab University.*
- ✚ 2002-2003 – *Training Course @ the Lebanese Central Bank.*
- ✚ 2002-2003 – *Computer Accounting Course @ American Center – Beirut.*
- ✚ 1999-2000 – *Computer Course @ Makhzoumi Center – Beirut.*
- ✚ 1999 – *SAT test @ A.U.B – American University of Beirut.*
- ✚ 1999 – *TOEFL "Test of English as Foreign Language" @ Rashidin School – Beirut.*
- ✚ 1999 – *High School "Scientific Degree" from Ministry of Culture and High Education.*

LANGUAGES

Arabic – Mother Tongue, **English** – Fluent, **French** – Fair.

MANAGERIAL SKILLS

Team Leadership, Business / Strategic Planning, Market Planning, Sales Management, Sales Forecasting, Sales Processes & Strategies, BD Consultancy, PR, Communication, Project Management.

TECHNICAL BACKDROP

Websites Project Management, Social Media Management, Web & Mobile Application Projects.

SEMINARS & TRAINING

- ✚ **March 2019 – INKRIPT – Beirut, Lebanon.**
It covers IT seminars & technical training over heavy duty production machines.
- ✚ **February 2018 – Al Olayan Holding / Xerox – Jeddah, Saudi Arabia.**
It covers IT seminars & technical training over heavy duty production machines.
- ✚ **January 2018 – Al Olayan Holding / Xerox – Riyadh, Saudi Arabia.**
It covers the latest sales techniques development.
- ✚ **November 2005 – Gulf Directory & Yellow Pages of Bahrain.**
It covers Advertisements Techniques, Public Relations & Customer Satisfaction.

PROFESSIONAL EXPERIENCE

2019 – (Recent): Fine Line Production sal.

Position: Regional Sales Manager – Head Office / Beirut, Lebanon

Company Activity:

Fine Line is a full service production company focused on innovative concepts with a fresh approach. The combined experience of the in-house team covers award-winning short films, innovative commercials, state of the art corporate videos, interesting documentaries and tailored media content. The company consists of four departments working closely to transform an idea into an eye capturing video.

Achievements:

- Creating regional sales plans and quotas in alignment with business objectives.
- Preparing the business plan along with potentials & expectations.
- Preparing and implementing marketing plans and strategies.
- Ensure communication of the business plan to the management team.
- Identify, attend and participate in live and virtual conferences, trade shows, exhibitions that are relevant to the sales goals.
- Increasing clients' accounts by penetrating potential markets.
- Conceived and launched new sales channels.
- Handling sales accounts along with old and new tenders.
- Building and maintaining strong relationships with prospects, new and existing customers as well as stakeholders contributing in the business growth.
- Securing long-term commitments through strong relationships and excellent Customer Service levels.
- Create and standardize sales processes, SOPs.

2018 – 2019: INKRIPT

Position: Sales Manager / Local & Int'l Sales Dept. / Africa – Head Office/ Beirut, Lebanon

Company Activity:

Established as a security-printing house and evolved to become an international provider of secure solutions to governments, telecom operators and financial institutions. This growth was driven by our commitment to quality, extensive R&D and continuous investments in emerging technologies.

Achievements:

- Preparing the sales plan with various prospects related to the African market.
- Preparing and implementing marketing plans and strategies.
- Collaborate closely with the team members to ensure customer satisfaction.
- Handling private and governmental accounts along with new tenders.
- Responding timely and professionally to customer inquiries and complaints.
- Working collaboratively with all sales and marketing team colleagues to build the best products and services in the market and close exciting deals.
- Maintained and Monitored ongoing relationships with existing clientele.
- Assisted in preparing commercial proposals.

July 2018: EDM (Engineering Design & Manufacturing s.a.r.l.)

Position: Team Leadership & BD Consultancy – Head Office / Beirut, Lebanon

Company Activity:

EDM provides a broad portfolio of offerings including: IT Solutions, IT Consultancy Services, IT Security & Internet Control and protection, IT Infrastructure & Network Design and Integration, Virtual Private Networks, Backup Solutions, Disaster Planning and Recovery, Maintenance Service, Customer Service and Support, Asset Management Solutions, Office Workflow and Automation Application, Microsoft® Dynamics, Telematics, Power Backup Solutions, Local Software Solutions

Achievements:

- Team Leadership: Monitoring, evaluation and reporting to the top management.
- Business / Strategic Planning: Including setting up the cost strategy as well as the action plan.
- Market Research & Analysis: Determining the viability of the company product and services.
- Market Planning: Defining the target market & strategy, budgeting and competitive analysis.
- Sales Management Strategy: Developing the sales force, coordinating sales operations and implementing sales techniques.

2017– 2018: Al OLAYAN GROUP – Saudi XEROX

Position: Territory Sales Manager – Head Office/Riyadh, Saudi Arabia / Khobar Branch

Company Activity:

Saudi Xerox has been boldly reinventing itself from a predominantly black and white, light-lens copier company to a digital, color and document solutions company.

Saudi Xerox offers the broadest portfolio of document systems and services, ranging from high-speed color presses to digital imaging and archiving services. Operations are guided by customer-focused and employee-centered core values, augmented by a passion for innovation, speed and adaptability.

Achievements:

- Preparing the business plan for every quarter along with potentials & expectations.
- Preparing and implementing marketing plans and strategies upon every quarter.
- Managing a sales team for Dammam, Khobar & Jubail (Eastern Province).
- Analyzed the sales territory (Market Analysis).
- Working closely and collaboratively with the different Strategic Business Units (SBUs).
- Achieving sales and market share goals.
- Handling private and governmental accounts along with new tenders.
- Providing accurate and up-to-date forecasts for the upcoming quarters.
- Closing new business consistently at/or above quota level.
- Maintained and monitored ongoing relationships with existing clientele.
- Monitoring the overall work flow of the post sales team.

2011 – 2017: ONYX MEDIA CREATION**Position:** Sales & Marketing Manager – Head Office/Riyadh, Saudi Arabia**Company Activity:**

Located in Riyadh, specialized in corporate movie presentation, web design & development, graphic design, advertising, media services.

Achievements:

- Preparing the business plan in Riyadh every commercial year.
- Preparing and implementing marketing plans and strategies.
- Managing 3 sales teams for Riyadh, Jeddah and Eastern Province.
- Monitoring the overall work flow of the post sales teams to assure that all acquired projects are implemented in the best manner and as per the customer's expectations.
- Following up on highly qualified opportunities at mid-sized & large companies.
- Handling private & governmental accounts along with new tenders.
- Preparing and managing company subscriptions in the int'l Expos.
- Spearheaded profit improvement plan.
- Ensured the safekeeping of company assets, including structures, equipment, inventory, and cash.
- Orchestrated the sales processes.
- Creating new sales opportunities for the assigned compliance & due diligence products and services and be responsible for delivering the revenue and profit goals by developing and managing independently the company own portfolio of clients in the GCC region.

2007 – 2011: Future Destination**Position:** Branch Manager – Lebanon / Saudi Arabia**Company Activity:**

Future Destination is an international company located in Beirut, and has 4 branches (UK, KSA, UAE & France) specialized in web design & development, graphic design, software solution, advertising & GPS tracking system.

Achievements:

- Assisted in establishing the Riyadh branch, as well as launching the office activities in KSA.
- Assisted the Managing Director in developing branch and organizational objectives, as well as formulating policies and budgets.
- Defining, implementing and executing effective sales and marketing plans.
- Managing effectiveness of operations into the sales & marketing departments.
- Allocated the tactical business plan as well as setting up market goals.
- Maintained and monitored ongoing relationships with key customers.
- Directed all operational aspects of the branch to ensure reaching the profitability goals.
- Enhance Retention Program at all levels (Employees, Customers, Suppliers).
- Developed forecasts, financial objectives and business plans for the branch.
- Achieving the P&L, budget, and gross margin targets.
- Establishing the pricing & sales strategy and conditions.
- Cutting budget expenditure and ensure every dept. is generating a positive ROI.

2003 – 2007: Gulf Directory - Yellow Pages of Bahrain**Position: Sales & Marketing Supervisor – Eastern Province - Saudi Arabia****Achievements:**

- Successfully marketed in Saudi Arabia the Gulf Directory where I triplicate the number of the subscribed companies at the first edition.
- Fully coordinated between the Saudi agents and Gulf Directory/Yellow Pages in Bahrain.
- Prepared the sales plan for 2005-2006 and 2006-2007.
- Helping build and drive sales processes and strategy.
- Accomplishing the full sales cycle: prospect new business, develop opportunities, demo the product, and close sales with the support of the Sales Team.
- Monitoring accounts proactively.
- Providing feedback on clients' reactions and response.
- Received several commendations for my dedication and professionalism.
- Maintained and monitored ongoing relationships with existing clientele.
- Assisted in preparing commercial proposals.

REFERENCES

Name	Position	Company	Location	Mobile	Email
Adnan Akram	Branch Manager	Al-Olayan Xerox	Saudi Arabia	+966503535927	aakram@saudixerox.com
Mohammed Takkoush	HR Manager	EDM	Lebanon	+96181602823	mohd.takkoush@gmail.com
Maher Bader	General Manager	Fast Arrow	Saudi Arabia	+966562220103	maherbader@yahoo.com

“Information Furnished Upon Request”