

CURRICULUM VITAE

"The Spirit that rises over ages, rises for ages"

Le Théâtre du peuple (Albin Michel)

Personal Information

- . **Name & Surname** : Tony Chehade Seklawi.
- . **Place & Date Of Birth** : Hadath, February 10th, 1977.
- . **Nationality** : Lebanese.
- . **Gender** : Male.
- . **Family Status** : Married With 2 Children.
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Objective

With the skills I have acquired over the years in drawing up good incentive programs, which are understandable, measurable and achievable and using motivational techniques effectively to achieve selling success. I am searching for a post as an Operation Manager at your reputable company where I could expand my horizons in this field and be a great asset to you.

Education

- . **1998-2003** : Holy Spirit University – Kaslik, Lebanon
Bachelor Of Arts in Philosophy & Theology (Grade : Excellent).
- . **1994-1997** : National Institute of Fine Arts – Beirut, Lebanon
Three years of Architectural Study.
- . **1993-1994** : Jdeideh Official High School, Lebanon
Lebanese Official Baccalaureate : Experimental Sciences.

Professional Background

& Teaching Experience

. 2018 – Present : MCIC – Operation manager

- 👍 Implemented a tab system, where employees can insert all information about a customer allowing them to execute sales quotations and follow up with customers.
- 👍 Manage 9 branches and approximately 100 employees.
- 👍 Ensure that all branches' showrooms are up to standards.
- 👍 Follow up with each and every sales invoice.
- 👍 Daily tracking of the conversion rate, how many successful deals were made.
- 👍 Customer service, finding solutions for all customer problems.
- 👍 Implemented a "Customer Satisfaction Survey" after delivery.
- 👍 Ensuring that the sales team have all the tools they need in order to work efficiently.
- 👍 Managing stock and inventory control.
- 👍 Manage and communicate change, to every party involved.
- 👍 Create training workshops and life skills presentations for all the employees.
- 👍 Inspired leadership to the team and company as a whole.
- 👍 Create new projects and implement it strategically.
- 👍 Provide assistance in the recruitment process with HR.
- 👍 Planning short- and long-term goals for the company with the GM.
- 👍 Forecast problems and provide sustainable solutions.
- 👍 Create a direct link between junior employees with the management team.

. 2016 – 2018 : Société Assaad Daoui & Cie – Operation manager

- 👍 Scheduling the deliveries and transfers a day in advance.
- 👍 Following up with deliveries they were done (accomplished and not accomplished steps).
- 👍 Supervising sales activities in the showroom.
- 👍 Directing and training when needed for the sales team.
- 👍 Organizing the showroom with supervising the items sold and replacing them.
- 👍 Checking the availability of products with the warehouse manager.
- 👍 Order control on items and codes.
- 👍 Management representative to the quality management system.

. 2012 – 2016 : Société Georges Matta – Sales manager

- 👍 Responsible for managing the sales team, meeting agreed targets.
- 👍 Ensure that sales representative activities are in accordance with the company guideline.
- 👍 Responsible for monitoring the performance of the sales team by establishing a system of reports and communication involving sales reports and cyclical sales meetings.
- 👍 Responsible for obtaining profitable results through the sales team by developing the team through motivation, counseling, skills development and product knowledge development.
- 👍 Responsible with the HR Manager for recruiting, training and developing high performance sales representatives.
- 👍 On the other side, I created a database to help all branch managers to manage their showrooms effectively. This database have the role to extract the reports concerning: The client request report, The client SMS-For-Sale report, The client SMS-For-New-Collection report, The customers complaints, The delivery orders not delivered, etc.

. 2005 – 2012 : City Furniture – Senior Sales and Acting showroom manager

- 👍 As a Senior Sales, I acted on my own initiative to prepare on a daily basis the following reports: Daily received report, Daily delivery report, Daily return report, Daily internal transfer report, Daily external transfer report, Internal plant production summary, External plant production summary, etc.
- 👍 I also draw up a monthly report displaying the total sums of sales for the global sale and each salesman, to compare them with the precedent months and years in order to deduce the necessary results.
- 👍 Introducing salespeople to motivational techniques to achieve selling success and effective methods in dealing with the client while negotiating the price, way of payment, or possible discounts in addition to efficient ways in following up the procedure of a sale transaction through production, reservation. Delivery, etc.

. 2004 – 2007 : Collège Notre Dame de Délivrance

- 👍 Teacher Of Religious Education for Complementary & secondary classes.

. 2004-2005 : Collège Sainte Takla

- 👍 Teacher of computer for primary, elementary & secondary classes.

. 2004-2005 : Notre Dame de Chbenieh School

👍 Teacher of Information Technology for all levels.

. 2002-2003 : Maronite Patriarchal Seminar & Saint Doumit parish

👍 Teacher of the syriac language (1st, 2nd & 3rd Levels)

Personal Skills

👍	Motivated, dynamic and sociable.
👍	Serious, responsible
👍	Very Good Communication skills
👍	Give great respect to time and how to use it
👍	Great ability of organization
👍	Ability to work in group
👍	Ability to solve problems effectively

Continuing Education

👍 **Computer:** Microsoft office, Paint, Photoshop, CS2, AutoCAD, Ulead VideoStudio, VB.

👍 **Culture:** Continuous reading of philosophy, psychology, pedagogy and IT books.

Languages & Hobbies

👍 Arabic (Excellent) – French (Excellent) – English (Excellent).

👍 Translation of ancient languages : Syriac, Greek and Hebrew.

👍 Hobbies: Reading, sports & music.

References are available upon request.