

# NADA ELIAS MECHLEB

## OBJECTIVE

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Working in a professional environment that will ensure me a growing future & career full of advancements in order to enhance my communication skills for the best interest for my employer

## EXPERIENCE

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February 2021- Still **SPOTLIGHT INTERNATIONAL**

*Business Development & Sales Executive*

- Contacting and developing prospective and existing clients
- Maintaining professional standards of appearance, manner, discipline and work
- Working to the activity targets set prospecting for new clients
- Taking incoming calls from prospective and existing clients
- Updating the sales database and ensuring to quotation logs are kept updated
- Ensuring that all existing customers are contacted regularly maintaining company profile and developing relationships with key clients
- Ensuring that the activity targets set for proactive sales are achieved
- Producing reports as requested

May 2018 – December 2020 **ISO LIBAN**

*Business Development & Quality Consultant*

- Identifying new sales lead, pitching offers & services
- Maintaining fruitful relationships with existing customers & informing them about new development in the company
- Researching organizations to identify new leads and potential new markets
- Implementing ISO standards for many companies

August 2017- May 2018 **ISO LIBAN**

*Training Consultant*

- Conducting training research and powerpoint
- Contacting potential attendees to register them
- Preparing the training material & certificates
- Following up with current and potential clients & conduct accounting transactions

October 2016 –June 2017 **A-Z CORPORATION INT SAL OFFSHORE**

*HR & Quality Representative*

- Discussing personnel needs/issues with top management and trigger corrective/preventive actions
- Preparing attendance reports
- Handling employees' annual leaves file, issue Memos & company policies
- Maintaining and updating HR records

May 2016- October 2016 **RYMCO (Rasamny Younes Motor Company)**

*Branch Coordinator*

- Explaining about the cars' features & providing test drive service
- Providing the client all the necessary support to close the deal
- Coordinating for vehicle's delivery with PDO through the stock control officer
- Assisting the branch manager in completing and submitting all the documents required for the registration

May 20015–April 2016

**ELITE VOYAGES**

*Operations & Marketing*

- Managing all incoming bookings, tours and packages
- Dealing with all problems may occur due to bookings
- Handling all online marketing for our frequent promotions
- Creating ads for new events and following up on all new agents accoutns and offering new promotions to encourage sales

Dec 2011-Feb 2013

**HILTON HABTOOR GRAND & METROPOLITAN PALACE HOTEL**

*Sales Department*

- Welcoming guests and handling their requests/complaints
- Making sure all rooms booked are well inspected and ready for guests
- Ensuring guests satisfaction & inviting guests to enroll to Hilton Honors (monthly target to be achieved)

**PERSONAL QUALITIES**

- Professional approach to Daily encounters
- Efficient Touble Shooter
- Passionate For Selling with highly developed salesmanship
- Excellent Negotiation Skills & Closing ability
- Highly Motivated
- Dedicated Team Player
- Competitive & up to any Challenge

**TRANSFERABLE SKILLS**

- Communication (Building business relations)
- Team Building (Personaly worked in Succesful sales teams (Experienced different management styles)
- Self Management (Effective Time management , Prioritisation & work Organization Skills)
- Training (capable of conducting product as well as behavior training)

**EDUCATION**

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- 2011- 2015 Antonine University (Baabda)  
*Business- Marketing*
- 2010- 2011 College Notre Dame de la Delivrande (Araya)  
*Baccalaureate in Sociology Economis*

## ***PERSONAL INFO***

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Address : Beirut , Lebanon  
Telephone : +961-71929376  
Date of Birth : 03/04/1992  
Marital Status : Single  
E-Mail : [nada.mechleb@gmail.com](mailto:nada.mechleb@gmail.com)

## ***HOBBIES***

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- SCOUT
- Volunteering Work
- Fundraising

## ***ComputerSkills***

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Microsoft Office (Word, Excel, Powerpoint, Outlook), VISIO

## ***LANGUAGES***

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Arabic : Fluent      English : Fluent      French: Fluent