

# Chirine Assi

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## **Career summary**

Detail-oriented Contract Specialist and motivated to utilize my personal and knowledge skills, strategic thinking and leadership abilities to attain increased responsibility and opportunities for professional growth. Experienced Contract Management Specialist involved in the preparation and evaluation of a wide range of different types of contracts is seeking to obtain a position in your prestigious company.

## **Key Skills**

- Expertise in contract laws, methods, language, style guides, risk assessment and management
- Strong organization, communication and negotiation skills
- Excellent analytical and problem-solving skills
- Proficiency with MS Office Suite with advanced excel skills, as well as CRM, SAP and M-Power
- Strong time management and multi-tasking skills, as well as working under pressure on tight deadlines
- High ability to adapt to fast-paced and dynamic work environments, with strong ability to think strategically and take effective decisions under tough situations

## **Work Experience**

**Commercial and Contract Specialist**, MDCBMS (a Mubadala Company), Abu Dhabi, UAE

March 2019 - May 2022

- Draft, execute and manage the closing of two major contracts for two large companies for a value of AED 46M each
- Actively participate in the sales process and assist with deal shaping/making through CRM
- Implement commercial best practice to maximize value and minimize risk and cost to the Company
- Support the business stream in developing and implementing commercial strategies for successfully winning bids and managing post contract activities
- Manage and prepare contract renewals, extensions, amendments, new contract requests and service agreements as well as payments and contract terms;
- Identifies and addresses risk and issues, including advising the business on risks and issues and potential situations, for each transaction or matter, under the supervision of the Head of Contracts, Legal Counsel and/or General Counsel.
- Coordinate RFP and bids cycle, liaising with the technical team and working closely with internal and external staff to coordinate all related RFP activities;
- Conduct contract strategy meetings, identify issues and align with senior management and relevant on to ensure the issues are resolved in adherence with the firm's policies and procedures
- Interface with various internal business units, including finance and accounting, to facilitate pricing discussions and costs targets, as well as to ensure accurate and timely drafting of contract documents
- Process improvement, initiating frameworks and driving effectiveness within the business and working across different businesses and functions using CRM program
- Ensure contracts approval and execution are carried out in accordance with Mubadala's Delegation of Authority and Contracts Policy & Procedure and contract management systems.
- Oversee report generation activities required to monitor contracts' compliance.

**E-commerce Team Leader**, Jindal Films, Dubai, UAE

September 2017 – February 2019

- Led and managed a team of 4 on tasks related to developing and analyzing bid reports and contracts
- Supported key product launches to showcase the business results on the company's portals
- Applied key e-commerce tools and methods to analyze and improve business performance across all sales channels based on industry best practices

- Ensured exceptional end-to-end digital customer experience from onsite discovery and purchase to delivery, via ensuring timely workflow execution and management of deliverables
- Coordinated all the activities related to new opportunities to ensure ramp-up as planned.

**Key Account Supervisor**, Agthia Group PJSC, Abu Dhabi, UAE

September 2015 – August 2017

- Successfully launched and managed six major accounts in the F&B and public sectors
- Increased the business with existing accounts by 30%
- Was accountable for meeting revenue and volume targets for key account channels by focusing on sales drivers (i.e., distribution, visibility, pricing, merchandising, and promotions)
- Managed the maintenance of complete contract documentation for an audit trail of all sales made to date, ensuring all the policies, Agthia's interests, and requirements are met
- Presented proposals, and negotiated prices and terms and conditions as well as contract renewals
- Monitored market conditions, product innovations, and competitors' activities, and adjusted the account sales approach to cope with market changes.

**Marketing and Sales Executive**, Pacefood Stuff, Dubai, UAE

June 2014 – August 2015

- Conducted various business development activities to promote the products through catalogues, brochures, and promotions to ensure an adequate return on promotional funds
- Maximized profitability through superior customer service, effective and prompt communication, and follow ups on all pending matters with customers.

**Panel Management Specialist**, IPSOS MENA, Beirut, Lebanon

May 2013 – March 2014

- Developed, executed and evaluated IPSOS' social media strategies and managed the platforms for the business
- Acted as master interface for panel platform, and conducted member management, data integration and reporting
- Managed the panelist database and conducted panel health analysis, and made recommendations on the replenishment of the panel to ensure it meets the clients' business objectives.

**Education**

- **Global MBA candidate – University of Manchester “Alliance Manchester Business School” (2021 – Present)**
- **Bachelor's Degree in finance and Financial Institutions – Lebanese University (2009 – 2012)**
- **High School in Economy and Sociology - École des Filles de la Charité, Beirut, Lebanon.**

**Languages**

- Fluent in English, French and Arabic.

**Hobbies and Interests**

- Traveling, Swimming, Photography and Music.

**Personal information**

- **Date of Birth:** 18/09/1991
- **Nationality:** Lebanese

**REFERENCES ARE AVAILABLE UPON REQUEST**