

WORK EXPERIENCE

Sales Representative Executive

May

2016 – Present

TerraNet SAL – Beirut, Lebanon

- Manage the entire process
- Collaboration with teams
- Answer all inquiries promptly and record all activities in the contact management system
- Meet with potential clients to assess their needs and present appropriate solutions
- Provide excellent customer service, resolving clients’ issues and complaints
- Prepare weekly detailed reports to the management unit on customer needs, problems faced, competitive activities, and new services suggestions
- team management and leadership skills
- Organize a filing system for important and confidential company documents
- Manage office supplies stocks and place orders
- Create and maintain relationships with vendors/suppliers
- Negotiate pricing
- Ensure that the products and supplies meet quality standards
- Maintain and update a list of suppliers
- Managing the fleet, and minimize the cost with fast delivery
- Working as a team and lead them to attend sales
- Logistics support for office activities as distribution
- Reporting , pricing , Variance analysis
- Planning and monitoring , budgeting
- Communication and time management , organization

Telecommunication Technician

February 2011 – May

2020

ATCL Rally du Liban – Kaslik, Lebanon

- Observed all local, state, federal, and industry-specific regulations to maintain compliance
- Tested, repaired, and installed equipment to verify functionality and work quality

Staff Supervisor

June 2015 – May 2016

Nestle Toll House – Byblos, Lebanon

- Hired, trained, and evaluated members of the production team and provided constructive feedback to improvement their performance
- Prepared daily reports on the production status
- Managed smooth and accurate supply restocking

Telemarketing Operator

January 2015 – May 2016

TerraNet SAL – Beirut, Lebanon

- Collected client data and entered orders
- Provided product and service descriptions, pricing information, and



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Rawad Maamary

PERSONAL PROFILE

I am a business administrator with more than nine years of working experience. I am highly organized and dedicated. My work and life experience improved my capabilities of working on an individual basis and as part of a team and enhanced my problem-solving skills. I have a strong passion for continuous improvement on both personal and professional levels.

LANGUAGES AND SKILLS

Arabic	Native
English	Proficient
French	Proficient
Microsoft Office Excel, PowerPoint, and Word	Expert

MEMBERSHIPS

- Member of the Fidar Volleyball Club
- Member of the International Movement of Apostolate of Children (MIDADE)

customer assistance

## EDUCATION

**Holy Spirit University of Kaslik, Lebanon** June 2018

Bachelor's Degree in Business Administration

**Lycée Byblos, Lebanon** May 2014

Lebanese Baccalaureate in Sociology and Economy

## INTERESTS AND HOBBIES

I enjoy watching and playing basketball and volleyball and traveling.