



Management Graduate

Business graduate with experience in several administrative departments & supply chain logistics. I am seeking a Business Administrator, Sales Associate, Procurement or Planning position that enables me to make positive contributions to the organization by utilizing my prior skills in the field and leverage my knowledge and experience into a role that suits my career aspirations and help me improve my skills.

NIZAR DABBOUS

Phone:

+961 76 399 100

E-Mail:

nizardabbous1999@gmail.com

Linkedin:

<https://www.linkedin.com/in/nizar-dabbous-2585791b2>

Skill Highlights

- Microsoft office
- Customer support
- Research and development
- Procurement and negotiation
- Shipping agency workflow
- Travel agency workflow
- Flexible team player
- Working in a corporate environment

Languages

English (Fluent)

Arabic (Native)

Experience

06/2021 to PRESENT

INKRIPT INDUSTRIES HOLDING - Bachamoun, Lebanon

Junior Account Executive - Sales Representative

- Attending client meetings and presenting company's services
- Receiving RFQ's and negotiating prices and offers
- Addressing client concerns and troubleshooting problems throughout the process
- Coordinating with procurement, production, and delivery departments to ensure client needs are met

07/2020 to 10/2020

Intern at INKRIPT INDUSTRIES HOLDING - Bachamoun, Lebanon

- Requesting shipment quotations, comparing and negotiating them
- Preparing shipping documents (packing list, invoice, and other documents)
- Making necessary reservations for different shipments
- Following up with production and maintaining a proper lead time to receive the goods with no delay
- Coordinating between different departments to manage the shipment
- Supervising the packaging process for exported goods
- Following shipments from the warehouse till their final destination
- Searching for new suppliers and new solutions

01/2020 to 03/2020

Customer service intern at CAPITAL CARGO INTERNATIONAL -Zalka, Lebanon

- Procuring the best rates and transit time to meet client requests
- Getting quotations from shipping lines & discussing them with clients
- Making the necessary bookings and notifying the same to the clients
- Following up with clients until their consigned goods reach their final destination
- Cross shipping transactions
- Searching for advanced solutions and upgrading the existing services offered by the company

07/2019 to 09/2019

Intern at BETTERFLY TRAVEL CONSULTANCY & SERVICES - Beirut, Lebanon

- Procuring and preparing holiday packages and programs
- Ticketing and reservations of flights
- Coordinating with travel agents
- Communicating with customers for requested notifications

Education

2018-2021

Bachelor of Business: Business Administration and Management

GLOBAL UNIVERSITY- Beirut, Lebanon

References

References available on request