

# Mohammad Kheir Jrab

Experienced Professional in Data Management,  
Document Control and Sales Operations

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## Work Experience

Documentation and Data Management Lead, **YAMAHA Lebanon** Feb 2022 — July 2023

- Conducted comprehensive data analysis, extracting valuable insights to support strategic decision-making processes and drive operational enhancements.
- Played a pivotal role in cross-departmental communication, ensuring seamless data flow and fostering a culture of data-driven decision-making within the organization.
- Optimized information accessibility and operational efficiency across the organization.

Financial Operations Analyst, **OMT** Oct 2020 — Nov 2021

- Analyzed financial data, facilitated audits, and implemented process improvements, resulting in enhanced efficiency and cost-effectiveness.
- Collaborated cross-functionally to streamline financial workflows, contributing to the organization's financial integrity and operational excellence.

Administrative & Payroll Coordinator, **RAMCO Real Estate** Jan 2018 — May 2020

- Managed and maintained meticulous data entry procedures, ensuring precision and confidentiality, particularly with sensitive employee information.
- Oversaw the payroll process, guaranteeing accurate and timely compensation, fostering employee trust, and adherence to regulatory compliance.
- Collaborated with HR and finance teams to streamline data handling, resulting in improved accuracy, efficiency, and transparency in payroll and document control systems.

Sales Executive - Fashion Retail, **ABC – Men's Wear** Feb 2016 — Oct 2017

- Spearheaded sales initiatives through proactive engagement, leveraging in-depth product knowledge, resulting in consistent achievement and surpassing of sales targets.
- Nurtured enduring client relationships, delivering personalized shopping experiences that exceeded customer expectations and fostered loyalty.
- Contributed to the enhancement of the store's sales strategies through insightful feedback and market observations, thereby augmenting overall sales performance.

Operations Supervisor - Hospitality Services, **PlayTown Rawshe** June 2014 — Jan 2016

- Directed and mentored a team, ensuring the consistent delivery of exceptional customer service and upholding quality standards in a dynamic and customer-centric setting.
- Demonstrated adept leadership by swiftly resolving operational challenges, maintaining a cohesive team atmosphere, and ensuring a seamless service experience for patrons.
- Implemented innovative solutions to optimize daily operations, fostering an environment conducive to both customer satisfaction and team productivity.

Data Entry & Document Control Specialist, **Al Makassed Hospital** July 2013 — April 2014

- Managed and processed high-volume data accurately and efficiently, ensuring compliance with stringent standards within the healthcare environment.
- Collaborated with various departments to streamline data flows and document management, contributing to improved cross-functional communication and workflow efficacy.

## Skills

### Data Management

Proficient in high-volume data entry, documentation, and information organization using various software and systems.

### Sales & Customer Service

Proven track record in sales, fostering customer relationships, and delivering exceptional service.

### Analytical Thinking

Ability to analyze data and generate valuable insights to support decision-making processes.

### Leadership

Demonstrated strong leadership skills in supervisory roles, effectively managing teams and driving performance.

## Education

### Arab Open University (AOU)

Bachelors in Business Studies with Systems Practice

### Debs Vocational And Technical School

Business Management & Marketing