

# Rima El Jebbeh



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**Birth Date:** April 7, 1987, Beirut

**Nationality:** Lebanese

**Gender:** Female

**Marital Status:** Married, Mom for a kid

**Languages:** Arabic: mother tongue, English: fluent, French: Basic

## **Objective:**

Work for a proven, respected organization that will utilize, test and challenge the knowledge I have acquired, expand on my technical and customer-oriented skills as well as encourage growth and development of my demonstrated aptitude.

## **Education:**

**BA** (Public Relations and Advertising), Lebanese University

## **Computer Skills:**

Proficient in all Microsoft Office programs

## **Work experience:**

### **Latte Co Trading Company**

**Sodeco, Beirut, Lebanon      June 2021 – Present**

**(Business Development Manager) Import and Export**

- Responsible for client orders from A to Z
- Responsible for coordinating between the client and the supplier
- Work with high pace of activities (calls and meetings).
- Attend exhibitions like SIAL, GULFOOD and ANUGA to meet more clients and suppliers for healthier business relationship.
- Manage end-to-end merchant relationships pitching, negotiating, and contracting.

- Create sales protocols and procedures designed to increase conversion rates and improve in coming sales interactions.

### **L'Atelier Du Miel**

**Roumieh, Beirut, Lebanon**

**December 2019 – December 2022**

#### **(Business Development Coordinator)**

- Responsible for the home-grown program from A to Z
- Responsible for coordinating between all departments in addition to Clients
- Work with high pace of activities (calls and meetings).
- Manage end-to-end merchant relationships pitching, negotiating, and contracting.
- Create sales protocols and procedures designed to increase conversion rates and improve in coming sales interactions.

### **The Houser**

**Azariyi Downtown, Beirut, Lebanon**

**October 2017 – December 2019**

#### **(Real Estate Agent)**

- Providing guidance and assisting sellers and buyers in marketing and purchasing property for the right price under the best terms
- Determining clients' needs and financial abilities to propose solutions that suit them
- Performing comparative market analysis to estimate properties' value
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc)

### **ScoopCity**

**Beirut Digital District, Beirut, Lebanon**

**January 2015 – September 2017**

#### **(Senior Sales Consultant)**

- Responsible for selling the benefit of local commerce as a powerful marketing tool by conducting physical meeting and sales presentation through outdoor visits to merchants.
- Demonstrate first – rate communication and presentation skills.
- Close deals with local merchants on compelling offers for our subscribers based on each business's products and services.
- Manage end-to-end merchant relationships pitching, negotiating, and contracting.
- Work with high pace of activities (calls and meetings).
- Comfortably work out in the field to identify new businesses to be featured and expand the range of deals for our subscribers.
- Meet / Exceed individual quarterly and annual sales target.
- Study Company profile and operations to understand its marketing needs.
- Create sales protocols and procedures designed to increase conversion rates and improve in coming sales interactions.
- Organize an outside sales program.
- Teach the sales force about converting leads to sales through good communication, follow-ups and positive attitude.

**Yellow Pages, Beirut, Lebanon**

**Aug.2010 – Dec.2014**

**(Sales Consultant)**

- Complete understanding about the product and finding out how to market products for different segment.
- Take participation in trade shows, exhibitions, networking with local association to promote the product.
- Find out prospective clients and new target segment and penetrate sales area.
- Work with high pace of activities (calls and meetings).
- Follow up with clients from A to Z.

**PoMedia, Beirut, Lebanon  
Training**

**May 2010 – July 2010**

- Outdoor Media Campaigns.
- Provide outdoor available locations that might favor each campaign.
- Follow up with clients.