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Professional Summary

Experienced Operations, Sales, and Project Management professional with over 20 years of expertise in business development, cost control, and leadership across diverse industries such as Oil & Gas, Insurance, Real Estate, Media Production, and Education Management. Proven track record in leading high-performance teams and delivering successful projects.

Work Experience

Director of Operations & Sales

Investment Hub — investmenthubglobal.com

Nov 2023 – Present | Lebanon

- Oversee daily operations, sales, and ensure alignment with the company's strategic investment objectives
- Manage budgeting, forecasting, and resource allocation to drive sustainable growth

Area Sales Manager

Libano-Suisse — libano-suisse.com

Sep 2017 – Oct 2023 | Lebanon

- Led a team of 43 members across various insurance product lines
- Achieved a 15% growth in sales revenue over 2 years by enhancing team performance

Senior Project Manager

Screens International — screens.tv

Jul 2014 – Aug 2017 | Lebanon

- Managed accounts and teams in MENA & US regions, ensuring the delivery of media projects on time and within budget

Senior Cost Controller

Gulf Consolidated Contractors — gccksa.com

Jan 2012 – Jun 2014 | Saudi Arabia

- Managed cost control on mega projects (RC, SATORP, Aramco, & SADARA) with values exceeding \$1.4 Billion
- Provided cost analysis and financial reporting for multi-million-dollar projects

Cost Controller

Clough Zuhair Fayeze Partnership — zfp.com

Jul 2008 – Dec 2011 | Saudi Arabia

- Cost control for Aramco mega projects, totaling over \$825 million
- Ensured financial discipline in project management services

Administrative Assistant

Lebanese American University — lau.edu.lb

Oct 2005 – Jun 2008 | Lebanon

- Assisted with admissions processes and supported administrative tasks
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Education:

Bachelor of Science in Business (Emphasis: MIS)

Lebanese American University (LAU), 2008

Certifications:

- Microsoft Dynamics Nav. Trade & Dynamics CRM 3.0
 - Microsoft Dynamics GP 10.0 (Financials)
 - Project Quality Awareness
 - Employability Skills TOT
 - Color Selling
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Skills:

- Project Management
 - Sales Management
 - Cost Control
 - Team Leadership
 - Microsoft Dynamics (Nav, GP)
 - SAP and Oracle (End User)
 - CRM and ERP Systems (End User)
 - Budget Management
 - Bilingual: English, Arabic
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