

**Name:** Ali Issa | **Mobile:** +96170306371 | **Email:** a.f.issa@hotmail.com | **DOB:** 28-AUG-1987 |  
**LinkedIn:** [linkedin.com/in/alifissa](https://linkedin.com/in/alifissa)

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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.

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## **Work Experience**

### **Director of Operations & Sales**

*Investment Hub* — [investmenthubglobal.com](https://investmenthubglobal.com)

Nov 2023 – Oct 2025 | 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](https://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](https://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](https://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 Faye兹 Partnership* — [zfp.com](http://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](http://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

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## **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, Oracle, & Zoho (End User)
- CRM and ERP Systems (End User)
- Budget Management
- Bilingual: English, Arabic

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