

# OBEID FOUAD

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## PROFESSIONAL EXPERIENCE

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**July 2022 – Present:** Senior Business Development Executive at CodenDot.

1. Covering Lebanon in addition to Dubai, Qatar and KSA remotely.
2. Managing the entire sales cycle from finding potential clients through different channels like social media, cold calling, referrals, meeting them, presenting ideas and plans following their needs.
3. Preparing quotations, proposals and agreements.
4. Maintaining all contacts, data and contracts on CRM
5. Follow up on collection.
6. Preparing monthly and yearly sales reports.
7. Supporting the Business development team.
8. Coordinating with the production department for projects timelines and deliveries.

**Nov 2020 – Jun 2022:** Business Development Team Lead at Creapix Advertising.

1. Covering Lebanon in addition to Dubai, Qatar and KSA remotely.
2. Managing the entire sales cycle from finding potential clients through different channels like social media, cold calling, referrals, meeting them, presenting ideas and plans following their needs.
3. Meeting potential clients, presenting ideas and plans following the client's needs.
4. Maintaining all contacts and data on CRM.
5. Supporting the Business development team.

**June 2013 – Oct 2020:** Senior Sales Coordinator (Back Office) at IPT Group Holding.

1. Supporting the commercial team.
2. Promoting the company services and lookup for potential leads.
3. Customer Support.
4. Preparing quotations and proposals.
5. Handling the daily administrative tasks.
6. Maintaining all contacts and data CRM.
7. Handling the invoicing on CRM.

8. Following up on client accounts updates and collection.
9. Developing weekly and monthly sales reports and statistics.
10. Stock management, inventory control, weekly and monthly stock reports.
11. Organizing and controlling the daily orders dispatching and delivery.
12. Issuing purchase orders and follow up with local and foreign suppliers.

**2010 – 2012:** Tele-sales Specialist at Call Center International.

1. Sales of financial services (global investment services).
2. Sales of internet and communication services (orange France telecom).

**2006 – 2009:** Project and site admin at RCF Nigeria Limited.

1. Finance and accounting.
2. Taxation and salaries.
3. Project materials purchasing.

### **Trainings:**

**November 2018:** KPI training.

**December 2017:** Time management training.

**February 2017:** Quality management system training (ISO 9001:2015).

**August 2005:** Training at Audi bank.

**August 2004:** Accounting and finance training (Saad & Co. for accounting and auditing).

### **EDUCATION**

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**2002-2005:** Bachelor degree Finance and Banking  
Lebanese university – Faculty of Business Administration

**2000-2001:** Bachelor General Sciences  
Al Carmalia high school

### **LANGUAGES**

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**Arabic:** native language

**English:** read, speak and write.

**French:** read, speak (fair) and write.

### **COMPUTER SKILLS**

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**Microsoft office:** Excel, Word, Power Point, Access, Microsoft 365.

**Peach III Accounting & Stock, Dolphin Visual, Zoho CRM.**

### **HOBBIES**

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Sports.