

Mohamad Mokhtar El Tarabolsi

Executive Manager

Personal Info

Address

Beirut-Lebanon

Phone

+961 70876546

E-mail

mohamedtrabolsi@gmail.com

Date of birth

1987-05-16

Skills

Leadership

Teamwork & Communication Skills

Excellent Organizational Skills

Diplomacy & Tact

Competent IT Skills

Resilience to cope with long hours and pressure at peak times

Public Speaking

Languages

Arabic

English

Turkish

Software

MS Word

MS Excel

MS PowerPoint

I am a highly **motivated** professional with 5 years experience as an **executive manager**. I excel at **time management** to meet deadlines by sharing my **analytical skills**. My **organizational skills**, ability in **managing teams** alongside my "valuable" experience in **administration, sales, marketing** and **customer service** make me the perfect match in serious dynamic companies.

Experience

2016-10 - present

NewTech Training Center / Beirut-Lebanon

Executive Manager

- Direct all operational aspects including **administration, distribution operations, customer service, human resource, accounting, marketing** and **sales**.
- Assess local market conditions and identify current and prospective sales opportunities.
- Develop forecasts, financial objectives and business plans.
- Locate areas of improvement and propose corrective actions that meet challenges and growth opportunities.
- Stay abreast of competing markets and provide reports on market movement and penetration.
- Address customer and employee satisfaction.
- Delivering presentations.
- Setting and implementing sales strategies and plans.
- Setting and implementing marketing campaigns.
- Great knowledge and experience of sales process.

2013-02 - 2016-09

Organizing Umrah Tours

- Develop and implement marketing campaigns.
- Develop and implement sales plans.
- Maintain tour budget.
- Develop relationships with national, international and regional tourism tours operators and travel agents.
- Promote attractions & community events to costumers.
- Gather data and prepare situational analysis.
- Attend meeting and workshops to further knowledge, stay informed of the changes in the industry, and exchange information.
- Prepare monthly reports.
- Visa process.
- Tour guidance.

Education

2014

BA Degree in Marketing and Advertising "Arts, Science and Technology University in Lebanon"

Courses

2015

Basics & Skills of Modern Marketing Certification. Lebanese Center for Development.

2017

Leadership and Management Program. TÜRGEV Foundation & Al-Bukhary International University. (Malaysia)

Interests

Horse Riding, Table Tennis, Reading.