

Mohamad Aude



Personal details



Mohamad Aude



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Lebanon/Saida bqosta Saida



12 May 1988

Skills

Microsoft word, excel, pdf , ●●●●●●
PowerPoint

Proactive and resourceful

High professionalism and very responsible

Good listener and communicator

Patient, able to handle difficult situations

Quick learner and hard worker under pressure

Keen, alert and friendly personality

Languages

English ●●●●●●

Arabic ●●●●●●

French ●●●●●●

Education

Terminal

Saint Mary's Orthodox College, Beirut

Business Management

American University Of Science and Technology, Beirut

2006 - 2009

Employment

Freelance Online Assistant

June 2021 - Present

Self Employed, Freelance

- B2B
- Cold Calls
- Cold E-mailing
- Lead Generation
- CRM Proficiency
- Market Awareness
- Objection Handling
- Goal Traking
- CRM Tools
- LinkedIn Prospecting

Project Sales Manager

2020 - 2022

Al Rikabi Real Estate, Beirut

- Working closely with sales team for acquiring new sales and meeting targets
- Develop a detailed project plan to monitor and track progress
- Ensuring that all projects are delivered on-time, within scope and within budget
- Analyzing markets and developing new projects based on market needs
- Addressing and resolving client's issues and complaints
- Dealing with monthly installments and payments and making sure everything is on track
- Working closely with project's engineer to implement market ideas and strategies
- Daily meetings with Company's owners to collaborate and explain day to day chores
- Office chores including staff salaries and bonuses
- Reviewing contracts with clients and delivering the notes to companies' lawyer
- Meeting with company's lawyer for finalizing client's contract
- Create and maintain comprehensive project documentation • Monitoring and summarizing progress of project

Regional Manager

2017 - 2020

Nazih Trading, Muscat Oman

- Develop and drive new ideas to further generate new business • Proactively drive initiatives to ensure all stock and inventory are managed to the highest standards
- Address customer complaints to maintain customer satisfaction and customer engagement
- Staff salaries and "off days"
- Connecting with higher management daily to implement strategies • Working with the marketing team for implementation of campaigns and strategies
- Daily paper duties such as (income, sales, employee assessments...)
- Ensuring budgeted unit sales and gross margins are achieved
- Analysis, correction and improvement of Branch Target
- Day to day operations of the branch across all facets of the business
- Recruit, train, develop and motivate staff

Hobbies

■ Camping/Outdoors

■ Motor Sports

Branch Manager

2013 - 2017

Panda Plast, Beirut

- Opening up and closing the branch on time (day to day operations)
- Ensuring sales team achieve and exceed target
- Transferring daily income to the bank
- Staff assessment such as recruiting training and assessing
- General administration of the branch to ensure the showroom is up for company standards
- Connecting with company owner's day to day for assessments
- Targeting new bulk customers via market segmentation
- Keeping an eye on opposing market for updates
- Making sure stock and inventory are managed according to company policies and standards

Insurance Broker

2011 - 2013

Allianz SNA, Beirut

- Prospecting new clients
- Upselling old clients
- Cold calls
- Dealing with transactions
- Working closely with clients for insurance issues
- Meeting monthly target

Reception and Sales Manager

2008 - 2011

Platinum gym, Beirut

- Acquiring cash flow
- Upselling existing members
- Dealing with member's transactions and installments
- Targeting new members
- Sales cold calls
- Manager on duty
- Member's complaints and resolving the issues they face
- Daily transactions
- Opening and closing duties of the gym

Reception and sales Manager

2005 - 2008

Lifestyles Health Club & Spa, Beirut

- Greeting and welcoming new members
- Touring the gym for new members
- Making daily transactions
- Upselling existing clients
- Market research for improvements
- Manager on duty