**JIHAD**

[**JIHAD.298445@2freemail.com**](mailto:JIHAD.298445@2freemail.com)

**Career Objectives / Target Organization**

A highly motivated, confident account manager with exceptional multi-tasking and organizational skills. Having extensive experience of identifying the needs of corporate customers and of running and delivering sales and marketing campaigns for key clients. Possessing a significant record of achievement in account management and able to quickly understand the mission, vision and values of an organization.

Now looking for a new and challenging managerial or consultancy position, one which will make best use of my existing skills and experience and also further my personal and professional development.

**Professional Experience Record**

**CHIEF ACCOUNTING IN TABET ENTERPRISE –LEBANON PROJECT (ORDER OF ENGINEERS NORTH LEBANON, AYA BUILDING , TES SCHOOL )**

**JAN 2010 till NOW**

Responsible of the accounting data entries. Payroll of the labors, cost control, Prepare weekly budget and monthly budget, prepare quarter report of the financial situation of the project and cutting loses.

**Assistant FINANCIAL MANAGER IN TABET ENTERPRISE –LEBANON**

**JAN 2009 till DEC 2009**

Responsible of the accounting data entries and closing the project of republic democratic of Congo.

**DEC 2007 till DEC 2008**

**Pursuing my own business.**

**DEC 2005 till DEC 2007**

**FINANCIAL MANAGER IN TABET ENTERPRISE IN REPUBLIC DEMOCRATIC OF CONGO**

**TABET ENTERPRISE – R.D.C.** *One of the 20 companies in Lebanon that have 25 years experience in construction.*

* Responsible of the accounting and finance. Prepare weekly budget and monthly budget.
* Responsible for the payroll of 350 staff.
* Managing the logistic operation by purchasing goods.
* Lift up the company and the workers to the highest level of efficiency, performance, productivity, and professionalism.

**Sept 2003 till nov 2005**

**Assistant financial manager in tabet Enterprise s.a.l Lebanon**

**Tabet enterprise has several projects in Lebanon**

Responsible of planning, developing and implementing financial activities, plan and studies that support company mission and goals.

**January 2002 – JULY 2003**

**Marketing and sales coordinator – G.T.A Construction**

* Follow up on all projects with our customers (engineers and consultancies comp).
* Making and closing deals and contracts in coordination with banks (mortgages…).
* Prepare advertising budget on a yearly basis.
* Train the employee and especially the sales team.
* Act as a purchasing manager when he is not available.

**Education**

**February 2003 – July 2005**

**MBA – Masters in marketing and finance**

**USEK – University of Holy Spirit, Kaslik**

**B.A. in Management – usek –university of holy spirit,kaslik**

**Training-Seminar**

* Attended a range of training in management – financial since 2001
* Introduction to marketing
* International marketing
* Strategic management: USEK – Kaslik- Lebanon, April 2003

**Professional skills**

* Strong ability to work independently and take responsibility
* Teamwork attitude / Problem solving ability
* Enjoy stimulating, dynamic and challenging work environment
* Strong ability to work under pressure
* Robust client relation
* Outgoing personality and self confident
* Excellent account management skills.
* Strong presentation and negotiation skills.
* Contacting and communicating with high end decision makers.
* Ability to follow up with clients in a timely professional manner.
* Good knowledge of Customer Marketing Databases and how to use them.
* A successful track record in new business development within the SME secto
* Ability to work long hours, often under pressure.

**Computer & languages skills**

* Computer: PIMS , and Microsoft Office Applications.
* Language: Arabic, French, English understood, written, read and spoken fluently.

**Personal data**

* Date of Birth: august 14 ,1979
* Nationality: Lebanese
* Social / Marital Status: Married, 3 KIDS