**Zayd**

[**Zayd.366943@2freemail.com**](mailto:Zayd.366943@2freemail.com)

**EDUCATION**

**Florida State University**

School of Business, June 2001 to July 2005

Area of study: Business Administration & Finance

Honors: Bright Futures Scholarship Recipient

**Boca Raton High School**

High School Diploma, Honors, 2001

**WORK EXPERIENCE**

**Mercedes-Benz of Fort Lauderdale**, Fort Lauderdale, Florida.

*Business Development Manager (March 2013 to April 2017)*

Flagship dealership operated by AutoNation, the largest automotive retailer worldwide with over 310 dealerships

* Prospect for new clients by networking, cold calling, advertising or other means of generating interest from potential clients
* Screen potential deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
* Develop negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.
* Close new deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
* Correspond with employees and external stakeholders to keep them informed of company developments.
* Create strategies to increase employee awareness and promote productivity.
* Communicate with the media and other interested parties to announce new products and promotions as well as discuss organizational changes.
* Distribute executive messages, prepare presentations and internal memos, and conduct meetings to share information.
* Coordinate with the Marketing department in developing print materials and branding strategies.
* Coordinate with marketing department at corporate office.
* Support the coordination of photography for advertising purposes.

**JM Lexus,** Margate, Florida

*Sales Manager/Product Specialist* (March 2010 to February 2013)

The largest volume dealer of Lexus automobiles worldwide, since 1992.

* Assist guests in the selection of product that meets guests’ specific wants and needs.
* Explain benefits of products in a way that creates want and builds value.
* Negotiate lease and purchase terms for product that ensures the highest gross profit for the company.
* Establish models that reinforce an outstanding customer experience through proper engagement and selling techniques in order to exceed set financial goals.
* Record and analyze sales data in order to forecast retail trends
* Maintain effective stock levels.
* Create schedules based upon workload planning and business needs.
* Manage payroll to established budget.
* Prepare for and set monthly promotions, ensuring a compelling presentation to the customer.
* Promote growth and sales by creating and maintaining internal/external community outreach relationships within the local community.
* Interview potential employees, prepare and deliver performance reviews; create goals and implement learning plans to develop each team member.
* Maintains effective communication and partners with General Manager in order to ensure new initiatives are implemented and goals are met.
* Execute and maintain operational, promotional and visual/merchandising standards and initiatives.
* Inventory auditing.
* Maintain a professional and courteous relationship with customers and co-workers that foster a positive work environment and deliver friendly and prompt service to minimize customer wait time and maximize availability.

**Whole Foods Market,** Boca Raton, Florida

*Procurement Manager/ Buyer (*February 2007 to March 2010)

A leading retailer of high quality natural and organic products including prepared foods with over 400 stores in the United States and United Kingdom.

* Devise fruitful procurement and sourcing strategies.
* Discovering profitable suppliers and initiate business and organization partnerships.
* Negotiating with external vendors to secure advantageous terms.
* Approve the ordering of necessary goods and services.
* Finalize purchase details of orders and deliveries.
* Track and report key functional metrics to reduce expenses and improve effectiveness.
* Collaborate with key persons to ensure clarity of the specifications and expectations of the company.
* Examine and test existing contracts.
* Foresee alterations in the comparative negotiating ability of suppliers.
* Perform risk management for supply contracts and agreements.
* Control spending while building a culture of long-term saving on procurement costs.

**JuiceBlendz International, Inc.** Corporate Office, Weston, Florida

*Executive Assistant to the CEO/Office Manager*(August 2005 to February 2007)

A bright business concept serving up fresh juices, smoothies and healthy bites along with an exclusive line of nutritional supplements.

* Screen and direct phone calls
* Distribute correspondence and mail.
* Plan, initiate, and manage administrative activities and processes.
* Respond to inquires and administrative issues.
* Arrange travel itineraries.
* Act as the point of contact for clients.
* Monitor costs and expenses to assist in budget preparation.
* Assist in franchise sales and franchise location placement.
* Assist franchisee in business development and product promotion.
* Provide a variety of services and programs designed to help franchisee increase market share.
* Support the day-to-day operations of franchises including retail sales and customer service.
* Records keeping and updating.
* Assist in managing Accounts Payable as well as Accounts Receivable.
* Perform a mixture of clerical tasks in support of the office.

**Health Stop**, Tallahassee, Florida

*Assistant Store Manager*(October 2001 to July 2005)

Retailer of innovative body building, weight loss, and nutritional products

* Promoting and selling health and nutrition products.
* Designing diet and fitness plans to fit customers' desired goals.
* Coordinating with owner/manager to ensure sales goals are achieved.
* Interviewing potential employees.
* Maintaining cash on hand, cash registers, as well as bank deposits.

**COMPUTER SKILLS**

* Microsoft Windows, Word, Office, Excel, PowerPoint, Outlook
* Type 50 words per minute

**OTHER SKILLS**

* Fluent in English and Arabic
* Ability to manage and lead in an effective team-work environment
* Sharp analytical, writing, and multi-tasking skills
* Self-motivated with a passion for managing and motivating others
* Ability to interact with customers, managers, and coworkers in a professional, courteous manner
* Ability to proactively sell