



# Rabih Elias Habib

- 
- |                                    |                   |                              |
|------------------------------------|-------------------|------------------------------|
| ▪ Lebanon / Beirut                 | <u>Email</u>      | : rabihhabib7@hotmail.com    |
| ▪ 21 / 06 / 1989                   |                   | rabih.habib@outlook.com      |
| ▪ +961 3 061442                    | <u>Skype name</u> | : live:.cid.41efac51b5ee6cc3 |
| ▪ +964 751 106 0445 (Iraqi number) |                   |                              |
- 

## CAREER OBJECTIVES

Seeking a defying position for my career, that allows me to develop my skills and knowledge. Searching for an opportunity that will fulfil my ambitions.

To achieve high career growth a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

To work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skill and knowledge and ready to learn new things.

---

## AREAS OF EXPERTISE

- Accounting and Finance
  - CSR (customer service relationship)
  - Communication skills
  - PR (Public Relations)
  - Commercial & Sales managerial career
- 

## PROFESSIONAL EXPERIENCE

### STEPTURE-Fawaz & Chalhoub Group LTD, (Erbil-Kurdistan-Iraq)

May 2020 – October 2020

Commercial Sales Manager

- Managing client relationships and identify opportunities for new contracts.
- Analyze data and generate reports to identify potential for business growth.
- Monitor local and federal regulations
- Bid on new projects and negotiate contract terms.
- Quarterly demand plan for our brands (DIOR, CH, Paco Rabanne, Givenchy...)

- Managing whole IRAQ country in our business, as for Erbil, Soulaymania, Baghdad, Basra, and the rest.
- Market study for a new line in the FMCG business and new product introduction and distribution plan.
- Managing sales and marketing department.

### **LEO DIGITAL PRESS SAL. (Beirut, Lebanon)**

October 2018 – September 2019

Key account manager & Business Developer

- Develop trust relationships with a portfolio of major clients to ensure they do not turn to competition.
- Acquire a thorough understanding of key customer needs and requirements.
- Expand the relationships with existing customers by continuously proposing solutions that meet their objectives.
- Ensure the correct products and services are delivered to customers in a timely manner.
- Serve as the link of communication between key customers and internal teams.
- Resolve any issues and problems faced by customers and deal with complaints to maintain trust.
- Play an integral part in generating new sales that will turn into long-lasting relationships.
- Prepare regular reports of progress and forecasts to internal and external stakeholders using key account metrics.

### **Oriental Paper Products (OPP) SAL. (Mount-Lebanon)**

February 2016 – September 2018

Local Sales Manager & senior assistant

- Report to Sales Director and CEO.
- Stock Management,
  - >>Review stock level on monthly basis and discuss with director accordingly.
  - >>Handling yearly DP and sales forecast.
- Reporting
  - >>Record, Monitor and analyze market trends, competitor activities such as shelf prices, marketing activities and provide suggested action plans by conducting market visits on quarterly basis.
  - >>Provide the director with quantitative and qualitative reports using data from market studies on quarterly basis.
  - >>Generate sales reports and liaise with upper management for analysis per salesman, area and category.
  - >>conduct, follow up market surveys after liaising with upper management.
- Commercial
  - >>proceeding PO in terms of customer reference and discounts before invoicing.
  - >>Maintain client records and update old ones.
  - >>Receive all Salesmen orders, request, and market complaints.

- >>Handle corporate clients, such as banks and Class A organizations
- >>Raising offers and pro-forma invoices for various local clients with a maximum delay of 48 hours.
- Others
  - >>Familiarize with costing & sales contracts to assist management when required.
  - >>Study and finalize all the local tenders taken.
  - >>Assist the director when needed with export business.
  - >>Handle local sales meeting on weekly basis and reporting to director the MOM.
- Visual Dolphin Software & ERP

### **ETS. Autostars-Mounir Bazerji (Subaru & Daihatsu). (Beirut Lebanon)**

October 2014 – December 2015

Assistant Service Manager & Senior Accountant.

- Assistant service manager,
  - >>Report to the service manager
  - >>Customer service relationship, validate PO control.
  - >>Managing and survey the service advisors, (job cards, spare parts cycle, stock & warehouses management).
  - >>Controlling service center cash flow and cashier petty cash.
- Senior accountant,
  - >>Moved to Head Office in Beirut based on upper management decision.
  - >>Report to the Chief accountant & always handling Service center assistance.
  - >>Cash cycle control, banks transaction and position.
  - >>Data entry, cash flow, (JV, PV, RV,)
  - >>Car loans, bills, customs & cars warehouse management.
- Dolphin software

### **GBK Motors- NISSAN, (Liberia-Monrovia) WEST AFRICA**

February 2014 – August 2014 (cause of leaving—EBOLA VIRUS PANDEMIC).

Assistant Service Manager

- Spare parts (warehouse) supervision.
- Assist in forecast goals and objectives for the department and strive to meet them.
- Strive for harmony and teamwork with all other departments.
- Prepare and administer assistance to the service manager, the annual operating budget for the service department.
- Attend managers meetings as requested.
- Hire, train, motivate, counsel, and monitor the performance of all service department staff.
- Direct and schedule the activities of all department employees.
- Provide technical assistance to employees as needed.
- Conduct meetings with department employees to discuss activities and problems of mutual interest.

- Monitor technicians; payroll records.
- Noria software

### **Star OF Lebanon SARL. (Insurance consultancy) – Beirut Lebanon.**

November 2008 – December 2013

Accountant & General Cashier

---

### **EDUCATIONAL BACKGROUND**

- **2008-2012:** Bachelor degree in Business Management  
**The American University of Culture & Education (AUCE) Beirut-Lebanon.**
  - **2004-2008:** BT3 in Accounting & Computer (BS Technical)  
**Lebanese Technical School (ETSTC) Beirut-Lebanon.**
  - **2003:** Graduated in academy baccalaureate (Brevet)  
**College du Sacre-Coeur (CSC) Gemmayzeh – Beirut – Lebanon.**
- 

### **OTHER PERSONAL DETAILS & SKILLS**

Has helped to work at a retirement home, where I was able to help, socialize and in other ways try to entertain the older.

Introducing myself as a hard worker, responsible, ambitious and positive.

- Native Arabic Speaker, (expert)
  - English, (my second major language, native speaker conversational and written)
  - French educated, (intermediate level in conversations, expert in written)
  - Spanish, (beginner level)
  - Computer skills, (Microsoft Office, average knowledge in IT, internet at all levels)
  - Social Media expert.
  - Activities and hobbies,
    - >>Sports: Football, basketball player, swimming.
    - >>Camping and hiking and discovering new areas.
    - >>Reading & watching documentaries.
    - >>Special Interest in political history and cultures.
    - >>Travelling and building relationships.
-