



Antoine G. TABET

- **Nationality:** Lebanese
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OBJECTIVE

Taking the right opportunity where I will be able to further prove my reliable, ambitious and unfailing person; in an environment that values my capabilities and competencies by pushing me further to higher career level.

EMPLOYMENT EXPERIENCE

Business Development Officer: SIDUL (Société Industrielle du Levant s.a.l.) - 13 February 2012 until Present

- Expanding and mounting the business enterprises in Lebanon and Offshore by bringing in new accounts and increasing the sales based on aggressive marketing and sales activity.
- Preparing and monitoring the annual sales forecast for new accounts in the organization.
- Building relationships in the market and keeping a close eye on the market activity.
- Reviewing and amending the functional departmental policies, procedures and related forms.
- Preparing and monitoring the daily routing of my subordinates.
- Commitment to customer service excellence.
- Presenting a weekly & Monthly departmental progress report to the CEO
- Being aware of and applying government regulations and decisions.
- Coordinating and communicating with all departments effectively to ensure that all operations are executed efficiently.
- Planning sales visit route for existing clients and prospects.

Operations Manager: 1BoxOffice Services LLZ - 1 November 2010 until 10 February 2012

- Formulating, updating and implementing the company's policies, goals, objectives, procedures and rules.
- Directing and coordinating activities of businesses with the pricing, sales, credit terms, and products delivery based on forecasts of customers demand.
- Determining the staffing requirements, interviewing, hiring and training new employees as well as supervising personnel development and assigning specific tasks and duties.
- Allocating tasks to team members, endeavoring to organizing and updating the procedures.
- Assuring and supervising the good communication and information circulation within the company.
- Preparing a credit and compensation policy for partners.

Customer Service (Night Shift): 1BoxOffice Services LLZ - 15 September 2010 until 30 October 2010

- Handling customer's requests, complaints and comments via phone calls or emails.
- Keeping records of customer's details and transactions.
- Testing the website's features and updating its content & associated social media accounts.
- Processing orders, forms, applications, requests and reports.
- Developing know-how of the business with solid knowledge of its products.
- Providing clients with best service and customer satisfaction.
- Assuring the communication between the seniors, diverse regional offices and partners.

Business Consultant: Level 5 SARL - 1February 2010 until 31 July 2011

- Implementing Job profiles, procedures, policies and administrative hierarchy for organizations
- Analyzing requirements and developing tools to monitor KPI's
- Studying and analyzing an organization's specifications, afterwards implementing a tool that evaluates the effort and productivity of each member of staff and generates reports to compare their results as per the requirements of the organization
 - o I handled key projects such as:
- Implementing job profiles, financial monitoring and business strategy for FKC (Fouad Khalifeh and Co); KPI's tool for Berytech; Job profiles, procedures and policies for ALBA University; Case study and Evaluation of all CPLL (Congregation des lasalliens au Liban) entities.

Sales Representative: Khalil Fattal et Fils - 1 September 2008 until 31 may 2010

- Representing the company (Department Magnet) by promoting and selling its products such as digital cameras and accessories within Malls (i.e. BHV, Khoury Home, TSC...)
- Attending monthly meetings with directors to settle on deals, forecasts and to present reports about the market's state of affairs.
- Providing clients with all kind of support and information offering them the best pre-sale and after-sale services.

Administrative Officer: OEC Oueis for Engineering & Contracting - 2004 until 2008

- Receiving RFQ's and all the clients requests
- Following up on the deadlines and the progress of the projects
- Preparing the annual balance sheets and relevant reports to the management
- Managing the filing of all documents and contracts
- Assisting with the annual auditing
- Writing & Developing compelling proposals that meets the requirements and presenting them after approval of the top management

EDUCATION

- **BA in Business Computing:**
Université Saint-Joseph (USJ-IGE) 2007 – 2010
- **BA in Economics** (incomplete curriculum):
Université Saint-Joseph (USJ-FSE) 2005 – 2007
- **Double Baccalaureate in Economics and Social sciences** (Lebanese & French):
Collège Des Soeurs Des Saints Coeurs – Sioufi 1993 - 2005

RELEVANT SKILLS AND CAPABILITIES

Summary profile:

- Self-motivated, persistent, and prompt in completing assignments.
- Fast learner & works equally well individually or as a team member
- Good interpersonal and communication skills
- Highly organized, accurate, and adaptive
- Strong managerial, analytical and problem-solving skills

Languages:

- Fluent in Arabic, English and French (Read, Written & Spoken)

Awards and Trainings:

- Perfection of sales Techniques Coaching at ManagementMix (year 2012)
- Communication Skills Coaching at ManagementMix (year 2012)
- Level-A business English certificate from Georgetown (year 2010)
- Fire Fighting Training – June 2014
- FABRIANO Painting Award

Computer Skills:

Sufficient in all Microsoft Office products, Marketing plan pro, Business plan Altavista, Mindjet MindManager, Microsoft Visual Studio.Net (VB.Net), Database – SQL, Adobe Flash CS Professional, Internet surfing & searching Skills

*All documents and certificates are available upon request.