

Omar Chehab

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WORK EXPERIENCE

March, 2009 - October 2014

BRC INDUSTRIAL SAUDIA LTD., KSA

BRC (British Reinforcement Concrete Co.) is a British company licensed to manufacture different steel products.

Sales Executive, Eastern Province

- Handle multimillion dollar transactions with existing customers from the order placement, to the delivery of goods and until payment is made
- Overview the order execution in coordination with the plant manager in order to ensure a timely and accurate performance vis-à-vis the customers
- Seek out prospective customers to ensure business development through market awareness and thorough up to date knowledge of upcoming projects which was materialized by a 57% increase in sales between 2009 and 2011
- Manage and ensure a good relationship with customers, existing and prospects, through continuous follow up and through good communication
- Ensure the completeness of customers' files by documenting each transaction and data management
- Recording the portfolio's performance on a monthly basis with detailed support by order and by customer
- Manage and coordinate business transactions among the 3 branches of the company in KSA being in Jeddah, Riyadh and Al Khobar
- Report business performance to management as well as business development opportunities and ensure that customer feedback is well heard by management
- Manage a wide range of clients in KSA through the following:
 - Relationship Management:
 - Visiting clients
 - Continuously communicating with clients
 - Assessing clients' emerging needs
 - Meeting clients' daily requests
 - Daily follow-up of orders, transactions, and logistics of orders
 - Ensuring the right and complete documentation for each file

➤ Administrative tasks:

- Documenting each order from order placement and until payment is made
- Processing the facilities that the company grants to its customers by preparing credit applications and collecting the necessary documents enabling the company to make a good credit decision.
- Monitoring the overall file cohesiveness.

EDUCATION and CERTIFICATES

2010 SABIC WORKSHOP

Attended the SABIC Metals Business workshop, “Winning with Product Knowledge”.
It was customized for the steel industry covering all areas of the business such as purchasing,, sales and marketing,, production and quality management. The workshop was designed specifically to provide essential information regarding:

- Steel production technologies
- Steel products and qualities
- Steel types and their applications

Class of 2009

Lebanese American University
Bachelor of Business Administration (BBA)
Emphasis in Management

Class of 2005

Rawda High School
High School Program

LANGUAGES

Arabic: native language
English: spoken, read and written (fluent)

Courses and Projects:

Courses:

MIS I, Senior
Management, Managing the Multinational Corporations
Total Quality Management and Consumer Behavior

Senior Year Project:

Hour Rent a Car (Management Senior Project)

REFERENCES

Available upon request