**Elie Merhej**

*Personal Info:*

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Nationality Lebanese

Date of Birth October 13, 1982

Languages Arabic, English and French

**2004**

State University Of New York

Saratoga Springs, State of New York, USA

Bachelor of Business Administration

**1997-2000**

Frere Maristes

Jbeil –Lebanon

Scientific Baccalaureate

**Technical skills:**

*JDE <Oracle system, people soft>*; Dolphin*;* Access/Microsoft Excel/Microsoft Word/Bus system/Omega

***Professional Experience:***

*Year 2014 ( PRESENT)*

*Puriplast Liban Sal*

*Lebanon*

***Position :***

*Sales Manager*

*Responsabilities:*

Responsible for obtaining profitable results through the sales team by developing the team through motivation, counselling, skills development and product knowledge development.

Manage the sales administration function, operational performance reporting, streamlining processes and systems wherever possible, and advising senior management on maximising business relationships and creating an environment where customer service can flourish.

Responsible for managing the sales team, developing a business plan covering sales, revenue, and expense controls, meeting agreed targets, and promoting the organisation’s presence throughout Australia.

Assist in the development of the annual marketing plan, specifically advising on: realistic forecasts for each product and territory (based on historical data, market trends, competitive activity, promotional strategy and sales effort), realistic costs of operating the sales force; and sales promotion programme plans.

Ensure that all sales representative activities are in accordance with the guidelines of the Medicine Australia’s Code of Conduct.

Responsible for the planning, recruitment, direction, organisation and control of sales managers and sales representatives to accomplish specific objectives.

Responsible for monitoring the performance of the sales team by establishing a system of reports and communications involving sales reports, cyclical sales meetings, sales newsletters and electronic bulletins.

Plan and implement a specific appraisal system that describes the responsibilities and performance standards for each member of the sales team, set individual territory sales and commission targets and administer the commission plan.

Personally observe the performance of medical representatives in the field on a regular basis.

Provide high standards of ongoing training for the medical representatives so that they possess sufficient medical and technical knowledge to present information on the company’s products in an accurate and balanced manner

*Year 2012-2014*

*Latex Foam Industry*

*Ghana,Kumasi*

***Position :***

*Financial And Internal Audit Manager*

*Responsabilies:*

Accomplishes finance human resource strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation strategies.

Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.

Establishes finance operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.

Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.

Develops financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; developing action plans.

Monitors financial performance by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.

Maximizes return on invested funds by identifying investment opportunities; maintaining relationships with the investment community.

*Year 2010-2012*

*STALQ.SAL*

*Lebanon*

***Position :***

***Operation Manager***

Responsibilities:

Managing Procurement Tasks &/or Assisting Procurement in Preparing and sending inquiries and all documents to production suppliers.

Negotiating cost and time of production with suppliers in order to get lowest prices and excellent delivery lead-time.

Negotiating Volume Re-Bate and Volume Discounts with Suppliers in order to meet Lower Cost Budget.

Assisting & Follow up Engineering Department in order to submit all Technical Drawing per Project as per System Flow.

Auditing all Engineer Technical Drawings and Preparing Format of the production cost table on time PCT.

Checking all Production Cost Table Prepared by Procurement

Cooperating in Preparing the production cost table PCT.

Preparing all Production Cost Table Analysis PCA.

Follow up Engineering Department in order to update all Technical Drawing as per Final Revised Orders.

Updating all Cost Tables and Material List as per Revised Project Technical Drawing.

Arranging all Presentation with Client (Meeting Agenda, Showroom Missing List, Reservation & Visit of Clients, Critical Path,…)

Checking Procurement Filing and Continuous Procurement Update of their Database.

Collecting all Procured Inventory updated by Procurement in order to identify real cost versus Budget Cost. And as well to follow up procurement purchasing and delivering all missing elements related to each project.

Submitting Supporting Documents in case Real Cost does not match Budget Cost whether Positive or Negative

Trading

Year 2006-2010

SAKR POWER SYSTEM

Halat, Lebanon

Position:

***Operations Manager***

Responsibilities:

*-ISO Internal Auditor*

Secure proper and continuous communication flow between headquarters branches and distributors.

Audit ISO requirement

Prepare and conduct technical training on the sales module on the ERP system <**JDE**>

Prepare and finalize sales support manual

Prepare, analyze and release adjusted forecast reports and inventory reports on a weekly basis.

Coordinate between inventory department and logistical department between branches and headquarters.

Assist the management & distribution in the daily operations

Coordinate weekly inventory and purchasing meeting and planning

Assist regional managers in their daily operations

Update and manage the entire report and business intelligence system.

Analyze and dedicate the scrap modules.

**Year 2005-2006**

Kaiser company .

Germany/lebanon

**Postion :**

**Internal Auditor**

Responsibilities:

Design and implement department policies/procedures, organizational structure and required staffing levels.

Direct audit staff in the planning, organizing, directing, and monitoring of Internal Audit operations, and taking corrective actions to address performance problems.

Direct the overall performance of audit procedures (including performance,compliance, operational and information systems audit activities) by identifying and defining issues, developing criteria, reviewing and analyzing evidence, documenting client processes and procedures, reviewing audit working papers.

Develop, administer, and direct the department quality assurance program.

Perform complex independent analyses, costing, compliance, operational audits, and information systems examinations and audits) of government, grant, and enterprise operations including: examining records to determine the reliability and integrity of information; compliance with policies, plans, procedures, laws, and regulations; the safeguarding of assets; and the economical and efficient use of resources.

Communicate the results of audit and consulting projects via written reports and oral presentations to management .

Technical skills:*-JDE <Oracle system, people soft>*-Dolphin*-* Access/Microsoft Excel /Microsoft Word/Bis system/Omega