

# JOE KOSSEIFI

OPERATIONS MANAGER - SALES - ELECTRO MECHANICAL TECHNICIAN

## Experience

Oct 2023 - March 2024  
6 months  
Full-time

### EVENT COORDINATOR - EXPO 2023 DOHA

*Arts & Melon*  
*Doha, Qatar*

- \* Managed and directed the day-to-day operations of events at Expo Doha, ensuring seamless execution and high-quality delivery.
- \* Monitored and coordinated artist attendance, ensuring all performers were present and prepared for their scheduled performances.
- \* Planned and organized the preparation of event materials, including equipment and supplies, and coordinated security measures and related requirements on a daily basis and before each show.
- \* Ensured artists were well-prepared and ready to perform by coordinating rehearsals and addressing any last-minute issues before each show.
- \* Conducted thorough post-event inspections to verify that all items were returned to their designated places and that all facilities were in order for future events.

Jan 2022 - July 2022  
7 months  
Full-time

### OPERATIONS SUPERVISOR - RIYADH SEASON

*TechnoCode*  
*Riyadh, Saudi Arabia*

- \* Performed activities and daily tasks in the radio studio and control room to ensure Technical qualities for programs originating in the studio and on stage.
- \* Monitored team's performance and ensured safety rules were applied.
- \* Kept track of stock and risk controls.
- \* Managed budgets, prepared strategic plans and created policies.

Jan 2020 - Dec 2021  
2 years  
Part-time

### TRADING AGENT - TIRE MARKET

*Beirut, Lebanon*

- \* Successfully handled on behalf of leading and large tire companies across Lebanon daily tradings with positive business relationships for my personal references and clients.
- \* Studied the market and gained further experience in most of the common Tire brands, like Bridgestone, Michelin, Pirelli, Kumho, Hankook, etc.
- \* Maintained good reputation and closed deals with customers leading to happy outcomes.

Jan 2015 - Dec 2019  
5 years  
Full-time

### OPERATIONS SUPERVISOR & SALES REPRESENTATIVE (TIRE MARKET)

*TireSmart Sal - BRIDGESTONE, PIRELLI, MICHELIN, ETC.*  
*Nahr el mott, Beirut, Lebanon*

- \* Observed and analyzed overall efficacy of the area and ensured things were moving smoothly.
- \* Achieved sales quotas by over 50 enrolled client per day and increased month on month revenue reaching a target of over 1450 clients per month.
- \* Directed Employees of one's department, handled Clients and increased Sales accordingly.
- \* Gained adaptability in working under pressure with great feedback.
- \* Liaised with clients and internal stakeholders to create, negotiate and close deals.
- \* Identified client needs and made recommendations to meet those needs.
- \* Managed refund receipts with a validation process by including all essential information and ensuring customer satisfaction.
- \* Monitored team's KPIs and ensured good customer service while training the team for continuous development, all leading to overall great results.

## Personal Info

### Address

Beirut, Lebanon

### Phone

00961 71 98 20 06

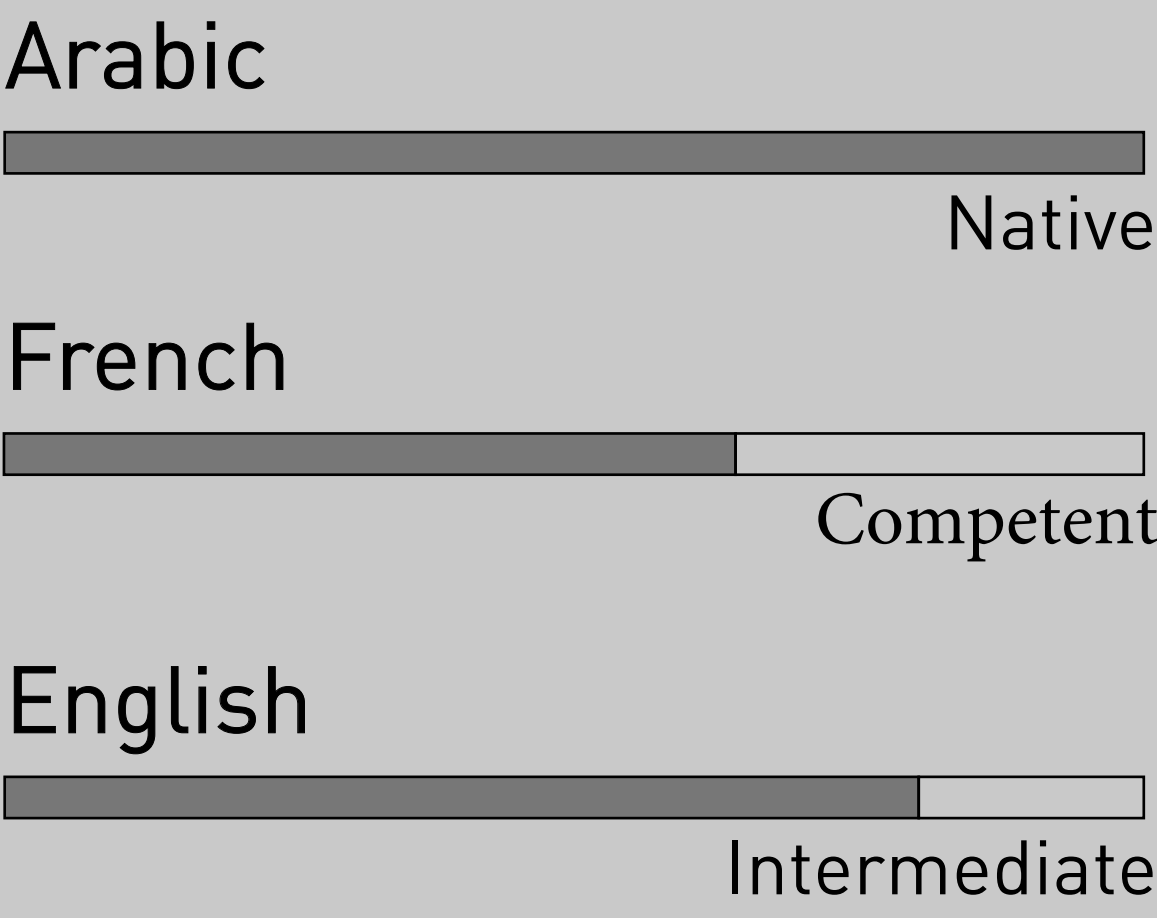
### Email

joe.kosseifi@hotmail.com

## Skills

- Active listening and ability to build rapport with individuals
- Organizational and planning skills
- Management and Presentation skills
- Writing, communication and negotiation skills
- Computer skills (MS Office, Google Drive, Spreadsheets, Email)

## Languages





Jun 2013 - Dec 2014  
1 year 7 months  
Full-time

GENERAL MANAGER

Kossaifi Tires  
Amchit, Lebanon

- \* Oversaw daily business activities while assigning individual's daily tasks
- \* Managed budgets, prepared strategic plans and created policies.
- \* Efficiently managed cash transactions with customers, ensuring accuracy and customer service.
- \* Developed advanced knowledge in Tire’s specifications, factors and safety related aspects.
- \* Developed customer centricity in handling daily clients needs.
- \* Helped the team to maintain continuous development and productivity, while ensuring company's profits are on the rise.

Aug 2012 - Aug 2013  
1 year 1 months  
Full-time

ELECTRO MECHANICAL TECHNICIAN

Matelec Group  
Byblos, Lebanon

- \* Maintained Technical Operations and Electrical circuits.
- \* Successfully tested Electro-Mechanical equipments and executed them on a bigger scale.
- \* Repaired automated machinery and computer-controlled mechanical systems in industrial settings.
- \* Tested, operated and maintained robotic equipments at worksites.

Apr 2011 - Jul 2012  
1 year 4 months  
Internship

TRAINEE - ELECTRICAL SITE ENGINEER

Matelec Group  
Byblos, Lebanon

- \* Designed electrical plans and built control systems.
- \* Resolved issues and ensured work is completed according to specifications.
- \* balanced project management and engineering tasks ranging from designing electrical plans to monitoring contractors.

Education

2008 - 2012

Institut MGR. CORTBAWI  
Adma, Lebanon  
Electro Technical, 2BT

1996 - 2008

Saint Joseph School  
Byblos, Lebanon  
High School

Certificates

Issued Apr 2013  
No Expiration Date

Certificate in Winding Engines and Generators  
Dekwaneh, Lebanon  
Lebanese Republic, National Institution of Employment  
Vocational Education