

# Elias Abi Habib

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Sales – E-Commerce – Procurement

Beit Mery, Lebanon



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## EDUCATION

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### Sagesse Technic

BT3 General  
Electronic

2004 – 2006

### Sagesse Technic

TS3 General Electronic

2006 – 2009

## SKILLS

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- Leadership
- Pack office (Word, PowerPoint, Excel)
- Supervising
- Negotiation
- Confidence
- Digital marketing tool
- Managerial Skills
- Coaching
- Teamwork
- Problem Solving
- Resilience
- Procurement

## TRAINING

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- How to treat power tools and hand tools, Dewalt
- How to sell our goods and how to communicate with costumers, Shaya and Azar Company

## PROFESSIONAL EXPERIENCE

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### Sales & Account Executive

Shaya & Azar Co. SAL - Beirut | 2006 - Present

- Selling all kind of power tools, hand tools, garage equipment and handles.
- Performing regular periodical site visits to our existing customers.
- Introducing new products.
- Serving as the main contact person in the company for the dedicated customers.
- Coordinating customers' needs with local support functions in logistics, marketing, sourcing, and finance.
- Researching potential leads.
- Scheduling visits and showcasing products' portfolio.
- Following the sales, marketing and logistic activities of competitors and reporting these to the management.
- Building a long-term relationship with customers, assessing their needs, and managing complaints and product return processes.
- Providing monthly sales forecasts, and take prompt corrective actions to ensure sales targets are attained.
- Analyzing the customer's financial risks, track collections and manage overdue.
- Overseeing customers' balances and ensure payments are being collected on time.

### E-Commerce

Shaya & Azar Co. SAL -Beirut | 2006 - Present

- Ensuring the website is always updated,
- Process the online orders, and follow up with customers through WhatsApp, Facebook & Instagram.
- Maintaining the item master by frequently reviewing the system and updating the description, categories, coding, and quantities.
- Frequenting review the prices to ensure healthy margins while also maintaining competing and attractive value in the market.
- Reviewing returns requests and compare it against warranty terms and condition and act accordingly.
- Repairing and maintaining all kind of power tools, IT and electrical issues.
- Receiving the goods, count the items and ensure type and quantity are matching with the purchase orders placed.
- Stocking and organizing the products in the warehouse.

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## Professional Freelancer

Electronic Tools - Beirut | 2020 - Present

- Trusting provider of a wide range of electronics, including PlayStations, iPads, laptops, mobile phones, and more.
- My services encompass both new and second-hand products, ensuring a comprehensive and reliable experience for my valued customers.

## Store Manager

Cellular Care - Beirut | 2010 - 2015

- Prioritizing exceptional service, motivating the sales team through effective training.
- Attracting new customers, and optimizing profitability.
- Addressing customers' concerns professionally and preparing detailed reports on trends and profits.
- Monitoring the store administration, budget management and inventories.
- Offering new and second-hand mobile sales, purchases, and software repairs for iOS and Android devices.
- Tailoring applications to meet customers' needs.