

# ABED EL MAJID ZOHBI

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📍 Lebanon Tripoli



## EXPERIENCE

### Project Management

#### Freelancer Shop

📅 Present 📍 Lebanon Tripoli

- Monitored 100+ databases and created management reports
- Worked 50% development/50% task management
- Monthly accounts and risks management
- Developing executive presentations and reports to facilitate project evaluation and process improvement
- Analyzing and evaluating key aspects and factors of the Lebanese market to insure better results

### Assistant Manager - Romero Store (Wholesale Mobile accessories)

📅 01/2013 - 01/2017 📍 Lebanon Tripoli

- Accounting and Management
- Placing orders and distribution of merchandise for customers
- Assets and merchandise procurement for the company
- Developing quarterly and annual sales department budgets
- Bills distribution to creditors

### Forex (Stock Funds)

#### Freelancer

📅 01/2010 - Present 📍 Lebanon Tripoli

- Creating an analytical framework for identifying and developing financial growth opportunities
- Identifying and investigating variances to financial plans and forecasts by interpreting financial results
- Managing high volumes of financial activity in a fast-paced, risk-based corporate environment

### Cardstock Distribution

#### Assistant Manager - Safadi Foodstuff Warehouse

📅 01/2008 - 01/2010 📍 Lebanon Tripoli

- Maintaining accurate stock records and schedules
- Daily assignments time tracking for productivity reporting
- Managing workflow to exceed quality service goals

## EDUCATION

### TS Degree: Business Management

#### Lebanese Technical Institute - Tripoli

📅 01/2014

### Management and Marketing

#### Institute IPNET Tripoli

📅 Present

## SUMMARY

A hard-working and motivated Business Manager, with proven communication, organization and numeracy skills, and seeking for a challenging position where I can apply and develop my interpersonal skills as well as utilizing theoretical experience in order to organize an environment full of perfect Management by achieving challenging goals through strong will and consistent hard work.

## SKILLS

### Negotiating Skills

### Procurement Management

### Problem-solving abilities

### Hardware Maintenance

### Disassemble mobile devices

### Project Management