

Tarek Saab
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PROFFESIONAL OBJECTIVE

Three years of experience as a Credit and Collection Specialist seeking a challenging and rewarding position in a progressive company where I can utilize my various strengths to assist the organization in achieving its goals and objectives while I continue to grow and develop professionally

EDUCATION

October 2013 to July 2016	Lebanese International University Bachelor in Interior Architect	Beirut, Lebanon
October 2009 to June 2013	College Patriarchal Lebanese Baccaureate: Official in 2013 Socio-Economy	Beirut, Lebanon

WORK/ PROFESSIONAL EXPERIENCE

Nov. 2020 to Present	AHLA FAWDA NGO Position Held: Data Entry Specialist	Beirut, Lebanon
	<ul style="list-style-type: none">• Preparing, compiling and sorting documents for data entry.• Checking source documents for accuracy.• Verifying data and correcting data where necessary.• Obtaining further information for incomplete documents.• Checking completed work for accuracy.	
Nov. 2017 to April 2020	MONEY SAL Position Held: Credit and Collection Specialist	Beirut, Lebanon
	<ul style="list-style-type: none">• Conducting credit analysis as well as implementing risk and portfolio analysis for new applicants and studying credit customer files.• Opening accounts for new applicants and completing data entry of customer file on the system.• Checking reference numbers and ensuring a quick response on level of handling and studying files per day.• Suggesting recommendation after performing all data entries, and get the approval as per authority matrix.• Identifying accounts with overdue payments and keeping records of the amount owed and the length of the delinquency.• Contacting customers to inform on delinquency, encourage on-time payments, and set up payment plans that can facilitate good credit.	
May 2017 to Nov. 2017	BLOM BANK SAL Position Held: Outdoor Sales Representative	Beirut, Lebanon
	<ul style="list-style-type: none">• Planned daily visits to meets car dealers.• Evaluated clients' needs and promoted products and services.• Met or exceeded sales goals.• Helped determine pricing schedules for quotes and prepared weekly and monthly reports.	

Nov. 2016 to Dec. 2016

MATAR ENGINEERING GROUP SARL

Beirut, Lebanon

Position Held: Foreman - Trainee

- Ensured that safety protocols are followed.
- Ordered materials as needed.
- Liaised with property owners and tenants.

August 2016 to Oct. 2016

ALY HAMMOUD INTERIORS

Beirut, Lebanon

Position Held: Draft-man – Contractual

- Created technical drawings from architects' sketches and specifications.
- Used CAD software to create drawings that incorporate exact measurements, calculations, building codes, and other construction details
- Prepared drawings, charts, and records with CAD equipment and conventionalized drafting techniques.
- Visited construction sites to perform measurements and calculated dimensions as needed.

Nov. 2015 to Feb. 2016

CUBE PRODUCTION FZ LLC

Abu Dhabi, UAE

Position Held: Interior Designer – Contractual

- Outlined client design objectives and conceptualized and sketch design plans.
- Determined cost of completion and project requirements in the budgeting phase and Set a timeline for the completion of an interior design project.
- Sourced materials and products included in plans and created mood boards to sample clients' design vision.
- Inspected design after completion to determine whether client goals have been met.

March 2015 to Oct. 2015

AL-DIYAR INTERNATIONAL CO SARL

Beirut, Lebanon

Position held: Customer Service and Indoor Sales

- Responded to customer's inquiries and understood their needs
- Recorded and maintained customer information lists.
- Explained and demonstrated features of products.
- Up sold products and achieved sales targets.

LICENSES AND CERTIFICATIONS

November 2020

HubSpot Academy

Sales Training: Building You Sales Career

November 2020

University of Illinois

Understanding Financial Statements: Company Position

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Internet use, AutoCAD, Adobe Premiere Pro CC, Blom Bank Simulator, SFA, Delta, CRM, Trinity.

LANGUAGES: Fluent in English and Arabic with basic knowledge in French (writing, reading and speaking)

SOFT SKILLS: Leadership, Communication, Team-Building, Organizational, Public Speaking, Time management, Self-motivation, Decision Making, Multi-Tasker, Quick Learner, Data Entry.

REFERENCES

Available upon request

