

# AHMAD ASSAAD

## BUSINESS MANAGER



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Portland, OR97219

President leader eager to lead and grow organizations. Skilled in strategic planning, problem-solving, and communication with good understanding of business principles, project management and team leadership. Collaborative with relentless work ethic. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Strong leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency. Uses independent decision-making skills and sound judgement to positively impact company success.

## EXPERIENCE

### CEO of OneStop Autoservices Garage

02/2019 - Present | Tripoli Lebanon

- Established foundational processes for business operations.
- Managed partnerships and strategic business relationships by negotiating contract terms and handling conflicts.
- Built productive relationships with industry partners and competitors to support strategic business objectives.
- Made large-scale financial decisions and supervised company spending to reduce material losses and maximize profits.

### Mechanic at Fifth Gear Automotive

03/2022 - 06/2023 | Vancouver, WA

- Replaced damaged, missing or defective parts with new and refurbished components.
- completed full vehicle inspections to check for leaks, damage or other issues of concern,
- Performed diagnostic and troubleshooting procedures to find and identify root causes of mechanical issues.
- Performed preventative maintenance oil changes and brake jobs to preserve performance and reliability of vehicles.
- Disassembled defective parts to make proper repairs.
- Ordered repair parts quickly to prevent delays in projects and repair work.
- Calculated Costs of materials and labor to prepare detailed repair estimates.

## StoreKeeper at Smart Security Group

11/2020 - 05/2021 | Tripoli Lebanon

- Received product shipments and organized in stockroom storage area.
- Documented shipping and receiving records to confirm receipt of orders.
- Kept sales receipts and maintained accounting records.
- Received, merchandised and arranged all shop items for visual display.
- Monitored merchandise on shelves and in storage using inventory control system.
- Arranged products on shelves and in cabinets to maximize space utilization by 150% .

## Sales Representative at 360Degree Car Care Center

11/2016 - 01/2018 | Khobar, Saudi Arabia

- Managed costumer accounts to secure their satisfaction and repeat business.
- Trained and mentored new sales representatives.
- Retained excellent client satisfaction ratings through outstanding service delivery.
- Developed and maintained comprehensive understanding of products, services and competitors, to enhance sales presentations.
- Met with existing costumers and prospects to discuss business needs and recommend optimal solutions.
- Generated weekly and monthly reports on sales performance to provide recommendations to meet sales goals.

## EDUCATION

2018-2022

OPEN UNIVERSITY OF UK

**Bachelor of arts:** Business Management

- Second Class Honors (1st division)
- GPA 3.1

## SKILLS

- AdWords Strategy
- Process Improvement
- Business Alliance
- Business Administration
- Business Development
- Financial Management
- Account management
- Accurate Cash Handling
- Inventory Tracking
- Team Leadership
- employee motivation

## CERTIFICATES

- The nascent petroleum sector Training-2021
- STEP Training with Leuphana de Oct 2020 - Dec 2020

## LANGUAGES

- Arabic (Mother Tongue)
- English (Full Professional)