

Zouheir Chalouf

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Career Highlights:

Highly motivated in Project Manager with years of experience in Business Owner/Manager, Leasing Consultant, Sales, Technical Support Supervisor Customer Service Looking to leverage my ability to meet deadlines for multiple assignments and detailed-oriented skills in mid/senior positions.

Technical Skills:

HTML5 | CSS | Bootstrap | JavaScript | jQuery | GitHub | EJS | Node.js | MongoDB | SQL | REST API | Sales Logics | CRM | Jira & Confluence

Key Skills:

- Excellent communication skills
- Self-motivated to continuously expand personal/professional knowledge
- Team player & fast learner
- Fluent in English and Arabic

Special Training Courses:

- Full Stack Web Development 2020 Udemy
- Business Analysis Fundamentals 2020 Udemy
- IT Business Analyst Workshop (Waterfall & Agile Scrum) 2018, USA-Illinois
- Jira & Confluence

PROFESSIONAL EXPERIENCE

Business Manager

A Class Auto Inc.

2016 – Mar-2025

- Hired, Trained and Supervised 11+ employees in a collaborative work environment, contributing to a 60% increase in productivity.
- Created and balanced budgets, established billing strategy, and implemented an accounting system, increasing efficiency by 92%
- Managing budgets, tracking expenses, forecasting revenue, and implementing strategies to maximize profitability.
- Raised employee pay by 21% and established bonuses during the second year of operation, increasing employee retention by 81%
- Overseeing scheduling, inventory, and quality control to ensure efficient service operations.
- Purchased inventory below direct market price to earn \$10k annual profit.

Career Break/Transition Period

2015 – 2016

Self Employed

- Relocated from Qatar to the United States

Senior Leasing Consultant
AL Fardan Group, Qatar

10/2012 – 07/2015

- Responsible for ensuring the “model” apartments and target apartments are ready for show
- Efficient and timely processing of all required administrative forms, reports and related information.
- responsible for maintaining work areas and offices in a clean and orderly manner: need to have an awareness of the “curb appeal” of the property
- Thorough knowledge of the lease terms and conditions, specifications and all community policies
- Knowledgeable of the current market conditions.
- Responsible for proper maintenance for all resident and property files.
- Fully informed of current rental rates, sizes, locations and all amenities of each property
- Responsible for conducting out-reach marketing once per week
- Develop and maintain an on-going resident retention program under the direction of community manager.
- Responsible for playing an active role in the renewal process.

Business Consultant
SKS, Qatar

04/2011 – 09/2012

- Maintained and developed relationships with existing customers via meetings, telephone calls and emails by providing support, information and guidance
- Researching and recommending new opportunities; recommending profit and service improvements
- Established business relations with the corporate sector and developed new sales strategies
- Participated in the development, negotiation, implementation and maintenance of contractual arrangements

Account Manager – IT Admin Supervisor
New Horizons, Dubai

06/2006 – 12/2010

- Research and recommended new opportunities including profit and service improvements
- Developed qualifying leads and closing sales
- Maximize the levels of repeat business being generated by the relationship
- Identified new markets and business opportunities

Education

Bachelors in business administration, Lebanese American University, Beirut, Lebanon, 2009