**Zouheir Chalouf**

**LinkedIn:** [www.linkedin.com/in/zouheir-c](http://www.linkedin.com/in/zouheir-c)

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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 04/2011 – 09/2012**

**SKS, Qatar**

* 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 06/2006 – 12/2010**

**New Horizons, Dubai**

* 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