

JANA AL HOMSI
(Project Management Professional)

Doha, Qatar ☐ Cell: +974-7447-3988 ☐ jana_homs@hotmail.com

Professional Summary

High-performance office manager and assistant to the managing partner with over twelve years of experience in building, motivating and leading dynamic teams, managing projects, optimizing processes, formulating and implementing strategic financial and sales plans to achieve set goals.

Profound understanding of sales cycle process and delivery of high-quality service contributed to customer satisfaction, record-sales figures and soaring of new accounts.

Dedicated office manager with strong ability to manage office functions and direct administrative personnel ensuring that the day-to-day operations run smoothly at maximum efficiency through introducing an environment which recognizes fresh ideas, creativity, innovative solutions and encourage team-work to achieve results, meet executives' expectations and customer satisfaction.

Skills

- Project/Organization/Office/Sales Management.
- Strategic Sales and POS Systems Expertise.
- HR Management, Team Building and Development.
- Business/Financial Analysis and Cost Control.
- Inventory Control and Supply Chain Optimization.
- Events Planning, Business Writing and Public Speaking.
- Strategic Planning and Management.
- Process and Systems Improvement.
- Excellent Communication and Negotiation.
- Market Research and Business Development.
- Superb Customer Relationship Management.
- Advanced Computer Proficiency.

Work History

Office Manager, Assistant Managing Partner 4/2021 to the present **Transind WholeTailer – A Division of Transind Holding Group – Doha, Qatar**

Transind WholeTailer is over two decades old wholesale/retail executive agent for major brands of FMCG, sports equipment, toys, leisure accessories in addition to marketing its own products. Moreover, Transind Wholesaler offer services through its partner companies covering hospitality, facility management, marine equipment, real estate, construction and home improvement.

As Office Manager and Assistant to the Managing Partners, my achievements exceeded set productivity expectations and cost reduction goals while performing the following tasks:

- Manage the day-to-day operations, budget, administrative staff and functions through implementing new administration system and streamlining the procedures and processes to maximize operational effectiveness and minimize cost.
- Organize conferences, marketing events and shows, in addition to writing business communications and preparing/delivering presentations and reports.
- Manage and coordinate company projects from inception to completion applying strict standards and controls to ensure high-quality deliverables as per agreed project charters and plans.
- Continuously monitor inventory, liaise and negotiate with clients and suppliers to optimize inbound and outbound supply chain to guarantee uninterrupted delivery of the company services and products.
- Assist the HR department in the hiring process for various positions and orientate new comers with company organization structure and work environment, and the general policies and procedures.
- Control Company finances, accounting and cash flow, and prepare periodic financial statements and reports.
- Lead recurrent management meetings to present operational and financial status, projects' progress report, concerns, risks and issues that need to be addressed by the managing partner and senior executives.
- Perform market research to help the managing partner in developing marketing strategies and plans.

Project Manager 7/2007 to 03/2021
Chaer Trading Company – Beirut, Lebanon

Chaer Trading Company is a leading company that specializes in the sale of industrial supplies, building material and home improvement products. In addition, the company offer variety of customer support services including logistics, consulting, project management, complex designs, product installation and special orders and professional help through affiliated third-party companies.

In over 13 years of hard work, dedication and loyalty, I contributed to mounted growth and success of the company. My initiatives added diversity to offered products and services, my achievements increased business accounts by over 180%, doubled the number of employees, and more than doubled the volume of revenue. I excelled in the various roles and responsibilities that was assigned to.

As **Project Manager** from 2/2017 to 3/2021, I led most new company projects with substantially profitable and successful conclusions, with 100% customer satisfaction. I:

- Worked with clients and in-house technical and logistics teams to identify each project objectives and goals, discuss designs, budget and timeline in order to align expected deliverables with availability of proposed products and readiness of offered services and workforce.
- Negotiated proposals, contracts and changes to projects' requirements, scope, schedule, material and resources.
- Implemented rigorous monitoring of the supply chain, expenditures, teams' proper resourcing and performance, and quality of deliverables to ensure milestones are completed satisfactorily within agreed time and budget.
- Continuously communicated progress and roadblocks to all stakeholders and made recommendations to resolve issues, address risks, and manage expectations, in addition to handling any changes of requirements/scope/timeline and negotiating workable options and their costs.

As **Logistics and Purchasing Manager** from 2/2014 to 2/2017, my sales management techniques helped in maintaining an excellent customer relationship that advanced me to lead the logistics and purchasing department which yielded over 40% savings in costs. I:

- Developed improved procurement policies and procedures, quality standards, packaging and safety measures whilst adhering to country rules and regulations.
- Managed inventory control and storage requirements, and maintained contact with suppliers to negotiate prices and to verify products' delivery situation in order to meet market supply and demand, and optimize the supply chain for existing projects.
- liaised with sales department and project managers on available substitutes for unavailable/discontinued products to fulfill customers' orders and guarantee realizing current projects' timely delivery of products and services.
- Managed insurance, storage security and workers safety policies and procedures, oriented and continuously updated staff and clients on issues related to security and safety.
- Prepared estimates and proposals for materials, supplies, equipment, services and special orders, generated relative invoices and ensured prompt deliveries.

As **Showroom Sales Manager** from 1/2010 to 1/2014, my ambitions and tendency to work with people inspired assigning in sales and marketing, and getting promoted to showroom sales manager after achieving all set sales targets and establishing new revenue records for the company. I successfully:

- Tracked and analyzed sales, market and customer trends to optimize marketing/sales strategies and maximize sales revenues while ensuring customer satisfaction.
- Liaised with project managers, marketing and design teams to guarantee meeting sales targets through promoting company's products and services.
- Supervised showroom activities, negotiated prices, discounts and payment plans, monitored inventory levels and displayed stock ensuring ease of movement and to be visually appealing to customers.
- Improved sales and customer relationship management procedures, coached and mentored staff in effective sales and communication strategies.
- Assisted in the design and approval of seasonal products catalogue and price lists, in addition to issuing sales specials and promotions pamphlets.

As **Assistant Accountant** from 8/2007 to 12/2009, I started as assistant to the accounting department and helped in other departments to develop my skills in sales and management. I:

- Maintained the journals for day-to-day transactions including invoices and vouchers, and verified accuracy of data entry to all accounts, in addition to timely processing of accounts payable checks, and following up on accounts receivable, which led to developing strong and effective clients' relationships.
- Maintained balance sheets and profit/loss statements, and assisted in month end close process to ensure timely and accurate financial statements.
- Created management reports and presented information to accounting team for feedback and guidance.
- Performed monthly bank and GL account analysis reconciliations and performed adjustments as needed.
- Participated in developing the annual budget and monitored expenditure to ensure remaining within set budget.

Education

- 2014 Master of Business Administration (MBA) – Project Management**
Cardiff Metropolitan University (CMU) – Cardiff, United Kingdom and Beirut, Lebanon
Business Plan on Creating a New Landscaping Company.
- 2012 Bachelor of Science (BS) – information Systems**
Modern University for Business and Science (MUBS) – Beirut, Lebanon

Other Education and certificates

- 2021 Project Management Professional (PMP)**
Project Management Institute – Beirut, Lebanon
- 2016 Architecture Design**
Mira Training Center – Beirut, Lebanon
- 2015 Graphic Design**
Mira Training Center – Beirut, Lebanon
- 2013 Advanced Microsoft Project**
Modern University for Business and Science – Beirut, Lebanon
- 2007 Computer Programming**
Mira Training Center – Beirut, Lebanon

Distinctions & Awards

- 2012 Certificate of Excellence in Programming (for graduation in the top 5%)**
Mira Training Center – Beirut, Lebanon

Other Qualifications

- Fluent in:** English and Arabic languages.
- Proficient in:** Microsoft office (MS Word, PowerPoint and Excel).
- Expert with:** Wizard, Soft Mind (Soft Office) and Orange (CompuData).
- Skilled with:** Mycom, Front page, Access, Visual basin.net, SQL, C++, C#, 3D Max, AutoCAD 2D, AutoCAD 3D, Home Designer 2020 Pro, Photoshop, Illustration, InDesign, After Effects, Premiere.
- Familiar with:** Statistical Software by IBM (SPSS).

Conferences

- 2014 – “Leadership in Healthcare Organizations”** organized by “Modern University for Business and Science (MUBS) – Beirut, Lebanon.
- 2013 – “Advanced Microsoft Project 2010”** – Beirut, Lebanon.
- 2013 – “How can Organizations Convert from Operations to Project Management”** organized by (MUBS) in sponsorship with “PMI-Lebanon Chapter” – Beirut, Lebanon.