

R E S U M E

HALIM M. JABARA

Tel. + Fax: 00961-1-351978 (Lebanon)

GSM : 00968-92590360 (Oman)

e-mail : *h_jabara@du.edu.om*

halimjabara@hotmail.com

MAILING ADDRESS:

P.O. Box : 2509

Postal Code : 211

Salalah – Saltanate of Oman

OR

C/O Mrs. Adiba J. Kidess

00961-1-374374 Ext. 4350

GSM : 00961 3 535574

Dean's Office

American University of Beirut

Beirut - Lebanon

PERSONAL DATA

Date of Birth : February 13th, 1961
Nationality : Dual (Lebanese/Canadian)
Marital Status : Single
Heath : Excellent
Languages : Arabic, English & French

EDUCATION

- B.S in Business & Computer
Lebanese American University, Formerly BUC - Lebanon
February 1983 - February 1986

- M.S in Business Management
Lebanese American University, Formerly BUC - Lebanon
Summer 1986 - June 1988

- Additional Business Courses were taken at
University of Ottawa - Canada
September 1989 - June 1990

TEACHING EXPERIENCE

DHOFAR UNIVERSITY, DU. SALALAH – SULTANATE OF OMAN

- Instructor, September 2005 – till now
- In continuation to my previous duties in Kuwait, as an instructor working on behalf of the American University of Beirut (AUB), I was assigned to proceed to Dhofar University (DU) in the Sultanate of Oman to continue my teaching career after the university had been entered into association and affiliation with AUB. This new shift has added an extra challenge to my life and enriched my experience with new opportunities. During these years, I was assigned to teach different subjects in both accounting and marketing.

AMERICAN UNIVERSITY OF BEIRUT, AUB. BEIRUT – LEBANON

- Instructor, September 2004 – August 2005
- I was one of the faculty members who were selected by the American University of Beirut to serve as instructors in the project of “Offering Continuing Education Center Certificate Programs in Accounting & Management”, as per agreement with the Ministry of Education in Kuwait (PAAET) and Cambridge Institute (CIPT).

KENSINGTON UNIVERSITY, KU. BEIRUT - LEBANON

- Lecturer, February 2003 – June 2004
- In continuation to my previous duties that I had at Kensington University for many years, I joined again the university as full time lecturer in the Business studies Division (Details bellow).

BUSINESS & COMPUTER UNIVERSITY - LEBANON

&

BEIRUT BUSINESS COLLEGE, BBC. BEIRUT – LEBANON

&

KENSINGTON UNIVERSITY, KU. BEIRUT - LEBANON

- Lecturer, October 1995 – February 2000
- During that period I was working as part timer in these three universities. I was teaching different subjects such as, economics, management, marketing and accounting, in addition to my work in other companies. (Details are listed bellow in the professional experience section).

LEBANESE AMERICAN UNIVERSITY, LAU, BEIRUT - LEBANON

- Teaching Graduate Assistant, February 1986 - October 1988
- I was serving as a part time lecturer in the Business Studies Division. More and more, I found myself possessing the talent of teaching; but unfortunately, due to the war and unstable situation prevailed at that time in Lebanon, I left to Canada.

PROFESSIONAL EXPERIENCE

SPARTAIN CHEMICALS INTERNATIONAL CO. , BEIRUT - LEBANON

- In January 2003, I was hired by Spartain Chemical Int. Co. to assist in conducting a marketing research study in Yemen and Sudan. The aim of that research was to study the economic factors in those areas and to find whether it is feasible to open a business there. The second stage of the project was to expand the distribution to other countries in Gulf region and Africa.

DATALINE TECHNOLOGY - LLC - DUBAI

- Sales Manager, February 2000 – December 2002

- Dateline Technology is a total solution provider in the area of hospitality and biometrics. Its complete product lines include Point of Sale, Computer Hardware, Fingerprint readers, Smart Cards, GPS, Security, Barcode, Supplies & Accessories, Software and Hardware contracts, Networking Products and Computer Furniture...etc.

My job was to control the sales team, direct them, and hit the sales target. Moreover, I was representing the company in all business deals, inside and outside UAE, and preparing a strategic plan for each product line.

Also my task was to study the cost of the products and to approve the quotations which enable the company to compete with the others.

During that period, I was representing the company in all deals related to the government and other public sectors. My strategy was based on providing the lowest prices and adequate services; the way which allowed me to earn the owners' confidence after I could achieve the highest sales revenue in the company's history.

CONSTRUCTION AND DEVELOPMENT CO. BEIRUT - LEBANON

- Sales Manager, December 1995 - February 1997

I was mainly involved in the sales department of construction equipment, but my task was broader than that; in the sense that I was representing the group in Beirut and taking a full charge in addition to my periodic business trips to different countries to confirm business deals between our company and the international ones.

My steps related to such performance were to:

- supervise the day today running of the sales department and to ensure its smooth operation in accordance with the policy of the group.
- help in preparing the annual budget and to present a financial report periodically .
- follow up the expenditure and to ensure that it was kept within the agreed level.
- meet and correspond with the creditors on behalf of the group chairman.
- conduct a marketing survey and complete feasibility study concerning new products.
- study the cost of the products and to suggest the percentage of profit which enabled the company to compete with others.

- establish a good sales team and to direct them in order to reach our sales target which was set in the annual budget.
- make a periodic business trips to different countries to confirm business deals between our company and the international ones.

EQUATORIAL BEACH PROPERTIES ltd. - KENYA

- Consultant, January 1992- September 1995

- I was acting as financial consultant to the group and assisting in decisions including auditing and financial analysis.

In addition, the Equatorial Beach Properties Ltd. (EBPL) appointed me to proceed to the International Hotel (one of the group properties in Kenya) to conduct a fact finding survey. The main objective of that task was to identify the shortcomings in the accounting process after the board members realised some suspected discrepancies which appeared to bear serious implications with respect to the loss of revenue.

ELECTROLUX - CANADA

- Statistical & Financial Analyst, June 1990 - December 1991

- I was working within a team. Each has a certain duty to perform. Concerning me, as one of that team, my evaluation was based on the information processed through the computer systems. Having a strong background in finance and statistics, I based my evaluation on :

- 1) Financial analysis by reporting directly to the financial manager of the company.
- 2) Statistical analysis by assessing and monitoring, on monthly basis, the data related to the sales revenue and various expenses through figures and graphs or charts.

***N.B.** It is worth mentioning that my first experience goes back to too many years before I entered the university. I shared in managing our own business, as an agent and distributor of many consuming products in our area.

References are available upon request