

**Business Plan**

|  |  |
| --- | --- |
| **Wissam Daou****Founder and Director****Lemec Center Ground Floor, Sagesse University Street, Furn El Chebbak, Baabda,** **LEBANON****+961-1-288688****+961-70-288688****wdaou@dawtec.com****www.dawtec.com****August 27, 2013** |  |

**6. Management**

The management team is an essential part of this development plan; it is selected to be a well-rounded group of professionals with experience in every function critical to the growth and sustainability of the *Pergola Solar System* business. All members of the team will analyze and identify the business' goals and objectives and will implement and enforce the strategies needed to achieve the success, each in its own area of business.

**6.1 - Organization Structure Chart**

**Mr. Hassan Al Rassoul**

**Technician**

**Mr. Ziad Bedran**

**Technician**

**Mr. Juan Malak**

**Technician**

**Mr. Ahmad Bouzo**

**Technician**

**Mr. Rashad Amhaz**

**Head Technician**

**Ms. Sandra Aoun**

**Sales Engineer**

**Mr. Ayman Akraa**

**Site Engineer**

**Mr. Azar Malak**

**Head Technician**

**Ms. Martine Abou Anni**

**Assistant Manager**

**Mr. Farid Rahme**

**Sales Engineer**

**Ms. Iynas Akraa**

**Head of Procurement and Sales Department**

**Ms. Lorna Pacio**

**Head of Accounting and Stock Control Department**

**Mr. Alfred Bassous**

**Head of**

**Technical Department**

**Mr. Wissam Daou**

**Founder and Director**

**6.2 - Management Team**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| wissamdaou.jpg | **Mr. Wissam Daou - *Founder and Director*** Wissam Daou has been an entrepreneur since 2002. His fields of expertise span from basic design and manufacturing processes to design and installation of HVAC and renewable energy systems. In addition to having a keen vision on potential market growth and ability to foresee economical changes and ventures. In addition, he proved having a keen vision on potential market growth and ability to foresee economical changes, and having the courage to venture into new and daring projects. As an entrepreneur, Wissam Daou has founded three companies: *Expert Aluminum*, *InventLEB* and *DAWTEC*. *Expert Aluminim* was acquired, *InventLEB* is currently seeking investors, and *DAWTEC* has been operating since 2003 and was announced to be a market leader in 2011 by the Ministry of Water and Energy. Wissam has developed a proven record of leadership and skills, in addition to engineering and technical skills. He is now the head of an R&D team which has to date, realized and patented three products, one of which is the *Pergola Solar System*, through which he is trying to develop the business.Wissam has been involved since five years with LSES and is currently preparing to establishing a new association to further support the utilization of renewable energy technologies in Lebanon. Wissam has lectured on renewable energy systems, designs, and implementation in a significant number of events and conferences**Educational Background:**

|  |  |  |
| --- | --- | --- |
| 2004 - Still | MBA  | Notre Dame University – Louaizeh |
| 1994 - 1999 | BE Mechanical Engineering | Notre Dame University – Louaizeh |
| 1991 - 1994 | Bacc II - Mathematics | Lebanese Evangelical School - Jamhour |

**Job Description:*** Takes the business forward by providing inspiration and professionalism of the highest standard
* Provides leadership and vision to the organization by assisting the team with the development of long range and annual plans, and with the evaluation and reporting of progress on plans
* Researches and writes discussion papers and analysis documents to assist the team in determining and meeting its long and short term goals
* Achieves the maximization of profits and return on investment over the long term by the prudent and efficient use of resources
* Creates, maintains and develops leadership policies
* Controls cash and working capital effectively
* Seeks out new ways to increase and develop business opportunities, new and additional products
* Works on creating and maintaining an environment where all management and employees develop and excel
 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| iynasakraa.jpg | **Ms. Iynas Akraa - *Head of Procurement and Sales Department*** **Educational Background:**

|  |  |  |
| --- | --- | --- |
| 2006 - Still | MBA in Banking & Finance | Lebanese University – Hadath |
| 1994 - 1999 | BA in Banking & Finance | Lebanese University – Hadath |
| 1991 - 1994 | Bacc II – Life Science | Qournayel High School - Qournayel |

**Job Description:*** Collaborates with director in establishing and recommending the most realistic sales goals
* Establishes sales objectives by forecasting and developing annual sales quotas, projecting expected sales volume and profit
* Manages an assigned geographic sales area or product line to maximize sales revenues and meet corporate objectives
* Implements sales programs by developing sales action plans
* Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand
* Maintains sales staff by recruiting, selecting, orienting, and training employees
* Establishes and manages effective programs to compensate, coach, appraise and train sales personnel
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
* Monitors and reviews progress of contractual agreements, reviews and approves invoices for payment
* Analyses procurement requirements and selects the most appropriate solution
* Manages division budget by controlling expenditure related to employee and associated costs, site services materials projects, monitoring operating expenditure and controlling variances
 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| martineabouanni.jpg | **Ms. Martine Abou Anni - *Assistant Manager*** **Educational Background:**

|  |  |  |
| --- | --- | --- |
| 2011 - Present  | English Literature | Arab Open University - Beirut |
| 2010 - 2011 | Law  | Lebanese University - Jal El Dib |
| 2008 - 2010 | BAC II | Lycée Laure Moughayzel - Achrafieh |
| 1995 - 2008 | Primary School | Soeur des Saint Coeurs Sioufi - Achrafieh |

**Job Description:*** Establishes, develops and maintains business relationships with current customers and prospective customers
* Develops clear and effective written proposals/quotations for current and prospective customers
* Expedites the resolution of customer problems and complaints
* Supplies management with oral and written reports on customer needs, problems, interests, and potential for new products and services
* Participates in workshops and seminars concerning renewable energy
* Plans and organizes daily work schedules
 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| faridrahme.png | **Mr. Farid Rahme - *Sales Engineer*** **Educational Background:**

|  |  |  |
| --- | --- | --- |
| 1998 - 1999  | Advanced Linguistic Training Course in French | CALIF ( CENTRE D’ACCEUIL LIBANO-FRANCAIS) - Paris, France |
| 1992 - 1995 | High Technical Diploma in Computer Sciences (Data Processing) | INTERNATIONAL INSTITUTE - Beirut, Lebanon |
| 1991 - 1992 | Technical Baccalaureate in Computer Sciences (Data Processing). | INTERNATIONAL INSTITUTE - Beirut, Lebanon |
| 1991  | Certificate in Experimental Sciences  | CHAMPVILLE - Beirut, Lebanon |

**Job Description:*** Promotes and sells products and services to customers and clients
* Maintains contacts and builds lasting relationships with clients after the sales
* Identifies the needs of customers and provides solutions through the products
* Makes sales appointments with customers
* Follows up the projects from design to implementation
 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| sandraaoun.png | **Ms. Sandra Aoun - *Sales Engineer*** **Educational Background:**

|  |  |  |
| --- | --- | --- |
| 2005 - 2010  | BE Computer Engineering | Notre Dame University – Louaizeh |
| 2003 - 2005 | French BAC II – General Science | Soeurs des Saints Coeurs – Kfarhbab |

**Job Description:*** Conducts outdoor presentations for developers and contractors
* Works with direct clients to sell the product
* Conducts meetings with local and international manufacturers to build partnerships
* Provides solutions from design to implementation
* Assists technical team in installation works on site
* Prepares technical and financial proposals for UN, UNDP and MEW for bids submissions
* Participates in workshops and seminars concerning power generation by renewable energy
 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **alfred pic** | **Mr. Alfred Bassous - *Head of Technical Department*** **Educational Background:**

|  |  |  |
| --- | --- | --- |
| 1995 - 1997 | Certificate in Business Marketing  | Notre Dame University – Louizeh |
| 1992 - 1994 | Certificate in Business English  | Brain Power Institute – Hazmieh |
| 1990 - 1991 | Bacc II - Mathematics | Eastwood College - Mansourieh |

**Job Description:*** Develops and manages technical service employees
* Works in close coordination with Sales Department for time and resource management
* Manages the overall of the Technical Services including outside contractors, planning, daily operational maintenance, personnel management etc...
* Divides main responsibilities among Technical Services members
* Performs problem analysis
* Reports to Sales Departments for customer follow-up
* Trains technicians on on-site works
* Coordinates with sub-contractors
 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| gabymajdalani.jpg | **Mr. Ayman Akraa - *Site Engineer*** **Educational Background:**

|  |  |  |
| --- | --- | --- |
| 2005 - 2010  | Masters in Mechanical Engineering | LIU- Salim Slam, Lebanon |
| 2003 - 2005 | BAC II – General Science | Qornayel High School - Qornayel |

**Job Description:*** Acts as the main technical adviser on a construction site for subcontractors, crafts people and operatives
* Checks plans, drawings and quantities for accuracy of calculation
* Ensures that all materials used and work performed are as per specifications
* Manages the site day-to-day, including supervising and monitoring the site labor force and the work of any subcontractors
* Plans the work and efficiently organizes the plant and site facilities in order to meet agreed deadline
* Prepares reports to management
* Resolves any unexpected technical difficulties and other problems that may arise on site
 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| lornapacio.jpg | **Ms. Lorna Pacio - *Accountant and Stock Controller*****Educational Background:**

|  |  |  |
| --- | --- | --- |
| 1996 - 1998  | BS Education | Baguio Central University |
| 1992 - 1996 | Secondary School | Lloren National High School |

**Job Description:*** Processes purchase orders
* Receives deliveries
* Reconciles delivery notes with purchase orders
* Places and organizes stocks in designated areas for on-going projects
* Enters stock items in the system and allocated them to their respective jobs
* Prints a monthly report
* Keeps fleet vehicles' maintenance, insurance and accident records up to date
* Enters clients' history in database
* Prepares, examines, and analyzes accounting records, financial statements, and other financial reports
* Computes taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements
* Establishes tables of accounts, and assign entries to proper accounts
 |