

CAREER PROGRESSION

## Commercial Director & Vice President

Amtaar Investment Co., Sudan from Oct. 2011-Feb. 2019

A member of Jenaan Investment Co.in UAE, specialized in production of feed, grain and protein through the utilization of innovative methods and technology to contribute to the food security program of the UAE while benefiting the host country through investment and as a responsible corporate citizen. [www.amtaar.com](http://www.amtaar.com/)

## General Manager

Obelisque International Contracting & General Maintenance Co, UAE from May 2009-Mar. 2011

## General Manager

For two branches at Al Maten & Skaf Construction Company LLC, UAE from Aug. 2007-May 2009

## Branch Manager

Hepworth LLC, UAE from Sept. 2003 – Jul. 2007

## Administration Manager

Control Contracting & Trading Company, UAE from Jun. 2001- Sept. 2003

## Auditor

Talal Abu Ghazala International, UAE from Dec. 1999- May 2001.

# DEPARTMENTS

## Managing the following departments (office & Site) through KPIs reports: -

## # supply chain department.

## # Sales department.

## # Human Capital department.

## # Accounting department.

## #  Legal & Government affairs (partnership).

## # Head of Thinking Tanks committee.

MODELS Work on

## # Established model.

## # Construction model.

## # Project model.

## # Commercial model.

# WORK PROFILE

Commercial Director & Vice President Duties:

* Develop all the departments in an effort to grow business and help company expand.
* Control the cost (35 million $) for the departments under my responsibility.
* Managing Port Sudan branch.
* Develop the sales department to grow up from 3,000 ton monthly with amount( 1,100,000 $) to 20000ton monthly with amount( 7,400,000 $) .
* Exporting 20.000 tons of hay monthly, 240.000 tons yearly.
* Importing 15 million goods yearly (in the establishing 85 million).
* Supervise the departments and ensure that all departments are working according to the plan
* Managing & monitoring all the government affairs related to the agreement and the partnership between Jenaan (60%) and the government (40%) the amount for the agreement is 200 million).
* Creation, formulation and finalization for the Company Policy, procedure and DOA.
* Running the Human Capital for the company.
* Creation and monitoring the reporting system for the departments under my responsibility KPIs.
* Negotiates, Verifies and discuss all contracts for the company and gives verifications to CEO.
* Managing the company legal concerns in connection with the local bodies and government agencies through our legal consultant
* Coordinates with Accounts department regarding monthly report for the departments under my responsibility.
* Controls the budget for the departments under my responsibility and evaluates it every 6 months.
* Prepare the planning based on the top management target.

# General Manager Duties:

* Reports to the CEO.
* Develop the company in accordance with the available company liquid potential.
* Search and select the proper projects and set the cash flow & the proper cash plan to deliver the project successfully.
* In charge for all the necessary negotiation with the clients.
* Fully responsible for all the Admin & finance issues at sites& make all the negotiation and the discussion with the project consultant.
* Supervise all the procurements according to the company policy.
* Supervise the projects and ensure that the projects are working according to the plan.
* Supports and finds solutions in any queries for each project.
* Controls the administration matters inside the company.
* Finalize the contracts and supervise all the sub-contracts doing the necessary negotiation to award it.
* Verifies, discuss and negotiates any strategic contracts in any project and gives recommendations to CEO.
* Manages legal concerns of the company in connection with the local bodies and government agencies for various administrative requirements.
* Responsible for managing all administrative activities for the company in accordance with the policy and local legislation.
* Review financial performance of the company and makes a recommendation or suggestion to the CEO.
* Coordinates with Accounts department regarding monthly report.
* Controls the budget for the company and evaluates it every 6 months in accordance with the budget approved by the CEO.
* Control’s projects, cost analysis and makes sure that the managers are not exceeding the cost without proper reasons approved by the GM& CEO.
* Responsible in approving credits from clients in exceed of more than 90 days.
* Work with the HR Department when it comes to recruitment; hiring and terminating with employees.

# Branch Manager Duties:

* Reports to the Managing Director.
* Plan, manage and develop for Abu Dhabi infrastructure.
* Provide effective and efficient services and support to all other region.
* Open and supervise new line of business.
* Meet and bring international companies to join UAE market under the company supervision.
* provide “focus” in the development of sales per Regions.
* Seat and meet up with active and possible clients.
* Explaining and going through the proposal which also includes the services that the company provides to the prospect clients.
* To allocate work to subordinate staff, guide and manage their activities and professional development.
* Supports complete client’s satisfaction by ensuring processes are in place to produce.
* Develops business plans to improve performance and meets the target sales.
* Responsible for supervising marketing strategies and/or planning and making follow ups on sales.
* Recognizing the focal points and the weakest points of each Member designated for me.
* Plans and ensure projects are well organized.

# Auditor Duties:

* Preparation of final balance sheet.
* Preparation of annual Audit for all the companies accounts.
* Supervise the chart of accounts for all kinds of commercial activities.
* Audit the company accounts system and monitors all the related issues.
* Analyzes and reconciles expenditure and revenue accounts, including trustee accounts and investment reports.
* Transfers and journal funding transfer and reconciles monthly bank statements.
* Calculates and prepares reimbursement billings and tracks receivables; reconciles monthly accounts receivable.
* Prepares and files annual financial statements for the company.
* Assists with the preparation of the annual and mid-year budgets.
* Maintaining accurate financial records and preparing clear and accurate reports for informational,
* auditing and operational use; Reconciling accounts, records, reports and journals.
* Prepares audit schedules for external auditors for all companies.
* Preparing financial, auditor statements, schedules and reports.

SKILLS

-strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate quickly.

- leadership skills, including the ability to manage time effectively and handle both internal and external conflicts

-Put organizations goal ahead of personal goals to promote teamwork.

-Excellent spoken and written skills.

-Good organizational skills.

-Very good spoken and written English skills.

-Very good experience in Microsoft office in general and Excel.

# EDUCATION

* Bachelor in Business Administration, Jarash University, 1998, Jarash, Jordan.

Courses –Trainings:

# PROFESSIONAL DEVELOPMENT

* Strategic Management & Planning, The International Standers Est, Dec. 2015.
* HR Risk Expert and Risk management, The International Standers Est, Aug. 2016
* Supply Chain, Outsource Training Center, Jul.-Oct. 2016.

# PERSONAL DETAILS

* Years of experience: - 20 GCC.
* Date of Birth: 7th May 1975.
* Marital Status: Married.
* Languages: English, Arabic.

# REFERENCES

* Kalil Alshamari, CEO, Tel.00971562911133.
* Adi Obeidat, Head of Planning Department /Jordan Electricity Co., Tel. 00962799944143.