**HUSSAM**

**HUSSAM.365478@2freemail.com**

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**The Opportunity Presented in This listing is Very Interesting, And I believe That My Strong Technical Experience And Education Will Make me A very Competitive Candidate for This Position, as,-**

**Business Development Manager**

**GCC- Middle East Regional Manager**

**Marketing & Sales Manager**

**HR & Public Relations Manager**

**Operations Manager & Logistics**

 **Market**

 *Strategic minded, Target oriented and Management skills*

Upon review of your posting for your Business Development Department, I was immediately compelled to submit my resume for your review. As an experienced, senior-level professional with a strong history of driving dynamic product sales, managing client relationships, and substantially increasing revenues, I stand to significantly contribute to your objectives in this position.. My dedication to forging key partnerships to drive business development and advantage, along with my proven talents in Business Development sales & marketing & HR & Operations management Trading, characterize my career accomplishments and will allow me to significantly benefit your team.



***Career Highlights***

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**Group - Public Relations Manager / HR -** **Director Assistant Rattan House Group**

**Head Office : Dubai (UAE) May 2012 – Present**

**Description**

Rattan House Group is a well-respected group of companies that has been conducting business since 1980in Gulf region as well as South Asia, factories and facilities under its belt. Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law, Laws Against Sexual Harassment, Organization. **(Head Office : Dubai -U.A.E)**

**Responsibilities**

* Accomplishes marketing objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs; developing field Annual Exhibitions action plans.
* Achieves marketing and sales operational objectives by contributing marketing information and recommendations to strategic plans and reviews; preparing and completing action plans with DED & DSF & DSS Festivals.
* Develop and implement HR strategies and initiatives aligned with the overall business strategy
* Manage the recruitment and selection process.
* Support current and future business needs through the development, engagement, motivation and preservation of human capital.
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
* Report to management and provide decision support through HR metrics.
* Ensure legal compliance throughout human resource management

Requirements.

* People oriented and results driven.
* Assist with day to day operations of the HR functions and duties.
* Bridge management and employee relations by addressing demands, grievances or other issues
* Provide clerical and administrative support to Human Resources executives.
* Compile and update employee records (hard and soft copies).
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
* Coordinate HR projects (meetings, training, surveys etc) and take minutes.
* Deal with employee requests regarding human resources issues, rules, and regulations.
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
* Communicate with public services when necessary.
* Properly handle complaints and grievance procedures.
* Coordinate communication with candidates and schedule interviews.
* Conduct initial orientation to newly hired employees.
* Assist our recruiters to source candidates and update our database.
* Helpdesk - Training & Development - Manpower Planning - HR Systems & Document Management.
* Provide guidance to managers and responsible for job description development and evaluation programs.
* Protects Group value by keeping information confidential.

**2006– 2012 Head of HR & Sales & Marketing .**

**Solar Energy Corporation Company – Jordan - Amman.**

 **Function: Enterprise Operations Manager**

**Description :**

S.E.C.E Investment for Developed Solar Energy Technology for Power Generation Processing Company was founded in 2004 as a small family business that aims to supply premium Alternative Energy Solutions to the Jordanian market.

**Responsibilities**

* Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
* Meets marketing and sales financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Determines annual and gross-profit plans by forecasting and developing annual sales quotas for regions; projecting expected sales volume and profit for existing and new products; analyzing trends and results; establishing pricing strategies; monitoring costs, competition, supply, and demand.
* Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs; developing field sales action plans.
* Forecasting projected business; establishing targeted market share. Improves product marketability and profitability by researching, identifying, and capitalizing on market opportunities; improving product packaging; coordinating new product development.
* Sustains rapport with key accounts by making periodic visits; exploring specific needs; anticipating new opportunities. Provides information by collecting, analyzing, and summarizing data and trends.
* Protects organization's value by keeping information confidential.
* Updates job knowledge
* Accomplishes marketing and organization mission by completing related results as needed.

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| **2000 – 2006 Operations Manager** |  |
| **– Avila Trading CO. – Amman - Jordan.****Function;** Business Operations Command |  |

**Description**

AVILA Trading Co Company Business Specialized for home accessory antiques and home decoration And supply opening and events requirements and Organizing supplies celebrations.

**Responsibilities :**

* Establish and carry out organizational goals, policies and procedures.
* Direct and oversee an organization financial and budgetary activities.
* Supervise general activities related to making products and providing services.

Negotiate or approve contracts and agreements

* Negotiate or approve contracts and agreements.
* Analyze invoices, bills, etc
* Analyze financial statements, sales reports and other performance indicators.

##### **1997 – 2000 Physical Education Teacher****at International school**

**Description :**

 **Management of investment facilities - Operations supervisor**

**Responsibilities**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.
* Supervise setting tasks which challenge pupils and ensure high levels of interest.
* setting appropriate and demanding expectations.
* setting clear targets, building on prior attainment.
* identifying SEN or very able pupils.
* providing clear structures for lessons maintaining pace and challenge.
* motivating pupils with enthusiastic, imaginative delivery.
* making effective use of assessment and ensure coverage of programmers of study.
* ensuring effective teaching and best use of available time.
* maintaining discipline in accordance with the school's procedures and encouraging good practice with regard.

***Academic Qualifications***

* **Master Degree** : - **M-A-DEGREE IN FUNDAMENTALS OF EDUCATION 2001**. Graduated (3,29 out of 4)

Education Philosophy Department.

University of Jordan ,Amman.

**Bachelor Degree**; - **B.A.DEGREE IN PHYSICAL EDUCATION**.

University of Jordan, Amman.

* **SCHOOL Degree :-**  General Secondary Education Certificate – Literature Islamic Education Collage Jordan, Amman.

***Workshops and Activities Attended***

* (ERP) course Enterprise Resource planning, rattan house, UAE.
* (SAP) course Systems Applications & Products, rattan house, UAE.
* Member of the Royal Automobile Club. Amman - Jordan.
* Member international players Association. Amman - Jordan.
* English Language Certificate, Ibn Khaldun Cultural Center, UAE.
* Diploma in Computer science ,Programming Major,2002.
* science Principles of massage, University of Jordan ,Amman.
* Science Massage Nervous, University of Jordan ,Amman.
* SARAS course ( System for Sales ) ,held in S-E-C-O company ,Jordan.
* ORAION course ( System for Operations ) ,held in S-E-C-O company ,Jordan.
* HEALTH AND SAFTEY courses., held in S-E-C-O company ,Jordan.

***Personal Profile***

* Date of Birth : 25th Mar 1974
* Nationality : Jordanian
* Languages : Arabic ,English
* References :Provide upon requested