

Mohamed Samir Ahmed Abd Elrahim

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MANAGER of OPERATIONS

■ Career Summary

Five years of extensive, executive operations management role in organizations; contributed to firm growth by executing business strategies using strong decision making abilities.

Areas of impact and contribution include,

Inventory Management | Risk Management | Project Management
Financial Management | Business Strategy | Leadership Development
Cross-Functional Team Leadership | Mentoring | Policies
Managing Employees | Staff Development | Team Building

- Strong background in finance and accounting.
- HR principles and practices.

Core Competencies:

- Excellent people manager – Persuader, influencer, leader, negotiator and delegator.
- Team work – Effectively communicates to delegate responsibilities using interpersonal skills.
- Accuracy and punctuality – Precise with details and facts.

Objective Statement – Working in an organization that offers professional development and interesting managerial challenges in the area of business operations management.

■ Professional Experience Only in UAE

Operations Manager | Deep Blue Sea Diving | Dubai,UAE | Start: Jan 2012 | Ends: July 2014

Selected Contributions:

- Played a significant role in long-term strategic plans toward operational excellence – Developed long-range forecasts and maintained long-range financial plans, developed and implemented organizational strategies and policies.
- Interacted daily with the Board of Directors – Managed budget in coordination with Board.

- Supervised and increased effectiveness and efficiency of operational systems and processes/policies to support organization's mission; specifically, supported management reporting/information.
- Focal point for creating annual budget and monitoring cash flow – Developed and managed annual budgets and program budgets and organized fiscal documents.

Key Functions:

- Supervised overall financial system, HR management, IT system and business controls.
- Supervised and coached office managers on a daily basis.
- Prepared monthly activity reports, fulfilled tax related requirements and generated year-end reports.
- Supervised the maintenance of organizational database/archive and administration files.
- Administered employee payroll, benefits and insurance.

Marketing & Sales Manager | Day & Night Dubai | Dubai,UAE | Start: Aug 2014 | still working

Networking:

- Performed frequent and effective networking with a variety of business partners and customers.
- Built strong, lasting relationships with market players.
- Built and maintained lasting and productive contacts with the media.
- Linked between suppliers, media and company clients.

Campaign Leadership:

- Organized road shows, trade shows and marketing events.
- Discovered and developed opportunities for marketing that involved advertising on the Internet, regional/national as well as specialist publications.
- Managed the production of marketing materials.
- Attended and organized company-related exhibitions, sales, promotional events, and others.
- Secured sponsorships and assisted in creating and actualizing publicity and marketing plans.
- Participated in delivery of approved marketing strategies – Effectively contributed to long-term strategies.

Research & Analysis:

- Organized marketing research to implement brand awareness.
- Conducted customer surveys to analyze the demands of the market.
- Analyzed product and market pricings on a regular basis.
- Tracked the activities of the company's competitors – Motivated to gain sustained knowledge of competitor activity.
- Wrote and distributed press releases.

Core Functional Skills:

- Effectively meet deadlines, achieve targets and work under pressure.
- Company success driven – passionate about company's product line.
- Accounting-related computer literacy.
- Excellent communication skills, written and verbal.
- Effective presentation of complex issues.
- High level of negotiation skills.

Personal Attributes:

- Creative | Insightful | Innovative | Organized| Assertive
- Personable | Adaptable | Communicator | Problem Solver
- Proactive | Self-motivated | Team worker | Multi-tasking

■ Education

- Bachelor of Physical Education.

■ Languages

- Arabic (Mother tongue).
- English (fluent).

< Best Regards >