

MAJEDALKADY

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Jeddah, KSA. (Transferable Iqama)

INSTRUCTOR/ MANAGER/ DEVELOPER / TRAINER INTERNATIONAL BUSINESS | CLIENT RELATIONS | MARKET PENETRATION

Dynamic and world-class professional with experience in Southeast Asia, Eastern Asia, and the Middle East. Catalyst for strong, sustainable revenue growth driven by seamless execution of pioneering sales and relationship management. Change agent who thrives in fast-paced environments. Proactive planner with demonstrated ability to prioritize and manage multiple projects. Recognized for professionalism, resourcefulness, and proficiency at planning and directing operational affairs to support key organizational objectives. Proficient in English, Arabic, and basic Mandarin (Chinese).

AREAS OF EXPERTISE:

Operations Management – Procurement – Relationship Management – Strategic Planning – Client Acquisition
Business Development – General Ledger – Project Management – Outsourcing – Contract Negotiations – Logistics
Cost Reductions – Presentations – Sales & Marketing – Performance Management – Territory Alignment

PROFESSIONAL EXPERIENCE

Elm, Co, Ltd . 2021- present

Elm Co. Ltd is a Saudi Joint Stock company that offer customized digital solutions in many areas. By using its diverse business models.

Trainer

- In charge of Training clients for different Saudi GDS platforms.
- Train Hoteliers and Urmah companies on ministry of Hajj and Umrah portals.
- Contribute to the development of portals such as MAQAM, Eatamrna, and Nusuk.
- Visiting clients in Makkah for the purpose of training and getting feedback from the end users.
- Participated in the Writings of user guides for portals and applications.
- Networking and customer information collection of hoteliers in Makkah.
- Collaborates with External Hajj team on Training on the Hajj portals.
- Provide ideas for the development of Makkah and Madinah visitor.

SejelTech, Co, Ltd . 2019-2021

Sejel Technology Co. Ltd is a leading as an IT solutions provider, that specialized in Build, Operate, and Transfer in KSA market.

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- Contribute to the development of portals such as MAQAM and Eatamrna.

- Visiting clients in Makkah for the purpose of training and getting feedback from the end users.
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Dollouni Arabia, LLC. 2016- Present

Dollouni is a leading pioneer in the market for sourcing Saudi real estate investment opportunities.

ASSITANT Training and Development Manager

- In charge of managing two furnished rental properties in Alnseem district, Jeddah.
- Handling critical areas of leasing, collection, resident services, revenue growth and legal compliance.
- Executes marketing activities using social media, OTA, and creative promotions.
- Train and develop employees to meet company standards and expectations.
- Collaborates with maintenance team to help achieve property targets.

Zahid Tractor & Heavy Machinery Co. Ltd. 2015- 2016

A Caterpillar dealership in Saudi Arabia for power generation, heavy machinery, industrial and all other Caterpillar products.

SOFT SKILLS TRAINER / LANGUAGE TRAINING SPECIALIST

- Conduct language proficiency assessments; tabulate and forward results to the Training Coordinator for database entry.
- Design and modify language course materials that include Course Outlines, Trainer Modules, Notes and Presentations, Trainee Handouts, Self-Study Materials, Practical Exercises.
- Conduct language training courses and follow the learning cycle (orientation, trainee feedback process, counseling sessions and trainee evaluations).
- Continuously evaluate trainees and subsequently coach and mentor them in order to ensure the successful completion of the objectives set out in the program.
- Analyze training results (both quality and cost effectiveness) and make recommendations for improvements.
- Prepare weekly lesson plans, mid- and final progress reports, weekly attendance reports, incident reports and level tests according to the course duration.
- Responsible for ensuring that all material and equipment required for language training is ready well in advance of the scheduled starting dates.
- Assist in developing the knowledge and skills of the Language Training Specialist I by following the development program set by the Learning and Development Controller.

- Conduct peer lesson evaluations, provide feedback and submit reports to the Learning and Development Controller.
- Assist the Training Coordinator in filling language course registration quotas.
- Assist in related projects and complete tasks according to the guidelines and requirements of management.
- Develop comprehensive programs that meet customer requirements and needs.

Knowledge Edifice Institute, Jeddah, KSA. (معهد صرح المعرفة , الفيحاء جدة) (2013- 2015

A distinguished English and business learning center in the coastal city Jeddah, Saudi Arabia.

ESL INSTRUCTOR / TRAINER

- Organized and taught English as a Second Language to different learners.
- Designed classes of English for different purposes. Collated data and maintained records of the teaching process.
- Trained groups of trainees for the Saudi Electricity Company in Technical and Business English.
- Organized and lead events of outreach to help in the marketing of the center services.
- Gave lectures and small talks on the American English and the American Culture.

Guardian Automotive Products, Inc— Ligonier Indiana, USA.

2012- 2013

A world leader for float glass, fabricated glass products, fiberglass insulation and building materials for the commercial, residential and automotive market, that employs more than 19,000 people worldwide.

PRODUCTION INSPECTOR

- Monitored the production and its progress, making sure everything was operating smoothly and efficiently.
- Collated data and maintained records of the production process. Oversaw the whole process.
- Oversaw quality control, to insure the product was within specifications.
- Followed safety and industry standards.
- Followed the steps of lean manufacturing and insured it was implemented in the production process.

P.T. Leader Internusa, Ltd.– Guangzhou, China.

2010 to 2012

A leading international trading, manufacturing, shipping, and commission agent with 150+ employees worldwide.

MANAGER/ADVISOR

Recruited to administer key client accounts and augment international sales. Serve as liaison for clients and international manufacturers and suppliers in China. Coordinate, manage, and close contracts between clients and suppliers. Establish and develop positive relations with buyers and sellers, pre- and post-sale. Oversee client operations, ensuring quality and timely delivery of goods. Acquire new clients through trade fairs and international meetings. Reported directly to CEO.

- Supported CEO to establish new international branch in China through cohesion.
- Spearheaded operational strategy to penetrate new international markets in the Middle East.

PitaZone, LLC– New York, NY

2007 to 2010

A niche bakery supply company, specializing in bakery and culinary products for supermarkets, restaurants, and cafes throughout the NYS.

GENERAL MANAGER

Oversaw operations of two production plants, including client acquisition, marketing, sales negotiations, merchandising, vendor relations, shipment, and P&L. Managed and trained 5 cross-functional FTEs.

- Increased accounts 20% through client relationship management and marketing strategies.
- Introduced new products and expanded client base and previous accounts.

EDUCATION

San Yat-sen University – Guangzhou, China

Masters in Business Administration (MBA), Strategic Management & International Trade

City College of New York – New York, NY (Dual Major)

Bachelor of Arts (BA), International Studies

Bachelor of Arts (BA), Anthropology

REFERENCES

References available on request.