

Elias Joseph Nohra

Birth Date: 03/10/1985

Muscat, Sultanate of Oman

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Marital status: Married

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Objective

- Obtain a challenging position in a very reputable company to increase my knowledge and create a win win situation; energetic team player with proven track records for completing projects on time and within budget.

Education

- 2001-2004 AKU University - BA in business administration
- 2000-2001 Ecole Notre Dame Du Mont Carmel – Science Economique

Work Experience

Zaha Industrial – Sultanate of Oman

General Manager

- Re-Establish trust with the concerned factory
- Ensure that all the function in the factory is run reliably and efficiently.
- Planning and organizing production schedules
- Assessing project and resource requirements
- Estimating, negotiating and agreeing budgets and timescales with clients and managers
- Ensuring that health and safety regulations are met
- Determining quality control standards
- Overseeing production processes
- Selecting, ordering and purchasing materials
- To oversee production activities and coordinate the work of any departments concerned with the production and to guide the installation team.
- Organizing the repair and routine maintenance of production equipment.
- Liaising with customers, marketing and sales staff.
- Assist in organizing relevant training sessions.
- Prepare all required reports daily, weekly, monthly...etc.
- Develop systems and processes that track and optimize productivity and standards, metrics and performance targets to ensure an effective return on assets.
- Implement policies and procedures, supervise employees.

Factory Manager

- Coordination between Sites & Factory.
- Planning and organizing production schedules
- Preparing Materials orders.
- Ensuring that health and safety regulations are met
- Organizing the repair and routine maintenance of production equipment
- Supervision for the Factory labors approx. 25 labors /Forman available.
- Determining quality control standards
- Purchase order for all materials related to work issued to the Factory
- Re-negotiating timescales or schedules as necessary
- Arranging all deliveries to the site.
- Preparing the drivers routing for the Site with coordination of site Eng.'s.
- Any Job related to the Factory.
- Logistics supervision (Store Management and organization, Inventory Control)
- Business Development (Creating new identity, continuous research for new markets, preparing strategies and tracking competitor strategies, ...)

SKAB Aluminum and Woodworks

2013-2016

Operations Manager

- Managing and directing the physical and technical functions of the company.
- Negotiating all raw materials purchases.
- Arranging all the raw material purchasing in the company and follow up on orders with the suppliers.
- Dispatching, development, production, and manufacturing.
- Giving instruction in principles of general management, manufacturing and production systems.
- Factory management, equipment maintenance management, production control, industrial labor relations and skilled trade supervision.
- Strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning.
- Daily workers payroll schedule

SKAB Aluminum and Woodworks

2011-2013

Production Manager

- To oversee production activities and coordinate the work of any departments concerned with the production.
- Warehousing, pricing and distribution of the goods made by the firm.
- Lead performance improvement efforts.
- Management of actual manufacturing work and processes.
- Review financial statements and performance data and create and manage budgets and staffing plans.
- Implement policies and procedures, supervise employees and confer with higher management.

Yaz co. Marketing Services

2010-2011

Production Manager

- To oversee production activities and coordinate the work of any departments concerned with the production.
- Warehousing, pricing and distribution of the goods made by the firm.
- Review the project cost and performance data and create and manage budgets and staffing plans.

Yaz Co. Marketing Services

2009-2010

Retail Manager

- Direct and supervise sale workers in a department or retail establishment, in charge of management, schedules, budgeting, purchasing, personnel work, and invoicing.
- One of the big responsibilities when it comes to dealing with the actual employees is to ensure that each worker is providing superior customer service. I needed to make sure that everyone is assisting customers as needed and is available to answer any questions a customer may have. When company personnel does not give the best customer service possible, it results in customers who are unhappy and may not return to the store; this is a direct reflection on management and affects the store's bottom line.
- To take inventory of the products and keeps a daily record of the transactions. Also, the manager either puts together merchandise displays or directs an employee to do so in addition to ensuring that the merchandise is stocked correctly and replaced when in need.
- Take charge of interviewing, hiring and training employees. It is the manager's responsibility to ensure that the employees follow the rules and regulations of the company.

Logikstix

2006-2009

Sales Administrator

- Supporting the organization's sales team.
- Reporting to a top sales executive and work in a fast-paced environment.
- Managing schedules, creating sales documents and proposals, generating reports related to sales activities and revenue data.
- Handling customer and prioritizing customer requests while the sales team is out of the office.

Skills

- Speak, write and read Arabic, English and French fluently
- Experience in, Photoshop, illustrator, Google Sketchup 3D, office 2007, 2010, Internet, AutoCAD, CNC operations, Water jet operations, Cladding CNC operations.

Hobbies

- Swimming, reading.

References

Available upon request.