



Khaled Khalil Al-Halabi

Operations Manager

A highly energetic, professional and ambitious operations manager with a wide experience in various operations management aspects, multi-tasked individual with extensive knowledge in business management and supervision duties. Seeking a position where my skills can be utilized effectively.

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Address: Jeddah, Saudi Arabia.

Birth: Damascus 01 Jan 1989

Nationality: Syria

Residency: Transferable

Education

- Bachelor degree in Laws
Damascus University
2007-2011

- Master in International
Law.
Syrian University SVU
Under Study (Year 1)

Language

- **Arabic**
Native Speaker

- **English**
Fluent, IELTS degree: 6.5

- **French**
Intermediate (B1)
Good Command.

Work Experience

2019 - Present

Operations Development Manager | The Private Aviation Company

My current position is involving some of the following duties:

- Manage all the day to day operations.
- Set sales and development plans, review it and implement it.
- Participate in yearly budgeting.
- Supervise the performance of the operations and sales work team
- Ensure that all internal and external regulations are adhered to.
- Arrange, negotiate and sign the deals with vendors and clients.
- Review all contracts with vendors and sign charter agreements.

2018 - 2019

Retail Operations Manager | Nawami | Capsoul-Drops-Tous

My position was involving some of the following duties:

- Manage all the day to day operations.
- Interview, recruit and train all the new employees.
- Evaluate, select and rent all the POS for the company' shops.
- Review and assess the team performance.
- Review the stock controller reports and arrange for stocktakes.
- Ensure all employees are complied to the company policy.
- Arrange full KPIs and metrics and review with top management.

2017 - 2018

Retail Store Manager | Tamkeen | Tous Jewelries

My position was involving some of the following duties:

- Manage all the day to day operations in store.
- Arrange attendance and Rotas for the sales staff.
- Prepare my store sales strategies to meet the sales target.
- Handle the customers complaints & inquiries.
- Discuss the store KPIs with the sales staff and set targets.
- Carry out full inventory/stock take monthly, quarterly and yearly.
- Ensure the store is stocked perfectly.

Technical Skills

- Sales & Marketing Skills
- Customer Services
- Vendors Relationships
- Mathematical Skills.
- Communications.
- Governmental Relations.
- Human Resources.
- Computer Knowledge
- Microsoft Office.
- Excellent in Excel.
- Legal & Contracts.
- Arrange Official letters.
- Managerial Skills.
- CRM System.
- Stock Control Skills.
- Media & Interviews.
- Event Management.
- KPIs and Metrics.
- Executive Management.
- Quality Management.
- Regulations & policies.
- Work environment.
- Time Management.
- Team leadership.

2015 - 2017

Retail Store Manager | Al Shaya | VaVaVoom

My position was involving some of the following duties:

- Manage all the day to day operations in store.
- Arrange attendance and Rotas for the sales staff.
- Prepare my store sales strategies to meet the sales target.
- Handle the customers complaints & inquiries.
- Discuss the store KPIs with the sales staff and set targets.
- Carry out full inventory/stock take monthly, quarterly and yearly.
- Ensure the store is stocked perfectly.

2012 - 2015

Flight Operations Officer | Future Flight Support

My position was involving some of the following duties:

- Receipt the clients request.
- Arrange the flight's file.
- Apply for landing/overflight permit.
- Apply for fuel and ground handling services.
- Coordinate with the pilots and crew in the airport.
- Book hotels and transportation for the crew.
- Maintain and save the flights record.

2009 - 2011

Sales Manager | Arabia for E-Marketing

My position was involving some of the following duties:

- Lead the sales team in the region.
- Arrange and meet the potential clients.
- Participate in annual budgeting.
- Set the sales plan and review the team performance.
- Deal with multiple digital platforms and implement ADs.
- Agree upon the designs and posters.
- Hire and train the sales team.

Hobbies:

- Learn new languages.
- Literature Reading.
- Human Rights.
- Running and Swimming.

*** Reference and Supported Documents available upon request.**

Additional Information

- Full knowledge of Saudi Arabia streets and cities.
- I have a driving license and my own car.
- Very organized, keen and well-present.
- Full ability to work under pressure.
- Flexible for relocations and can work in any environment.
- Perfect skills in searching on google and finding the required information.
- Strong knowledge of all kind of laws (labor laws, companies laws, civil laws, etc.)
- Free of diseases and disabilities.
- Cultured and educated well.