



CURRICULUM VITAE

Hamzeh M Albiswani

POSITION DESIRED:

- Business Manager / Operations Manager
- Purchasing Manager / Supply Chain Manager
- Marketing & Sales Manager
- Importing & Exporting Manager

CAREER OBJECTIVE:

Seiner position Managing any of the following functions: operations, Importing, Procurement, Marketing & Sales, and supply chain in Retail, Safety Equipment & Materials, industrial equipment & tools sectors.

Languages proficiency

Arabic;	Mother tongue	English;	advanced /Proficient
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Education

Bachelor Since Degree: Marketing & Business Administration

From Ma'mon Collage – Damascus, Syria: 1998

Diploma administrative office : 1999

Diploma in English for Business: 2017

PROFESSIONAL SUMMARY:

- **06-07-2020 Up Now: Nesaj Real Estate Residential Compound Co... Purchasing in Charge**
 - Managing the whole Operation Supply Chain unit which includes the Purchasing Managing The Procurement, Purchasing with High quality of Supplier Material Meeting the Company Standard and best possible profitability can be achieved, Managing Annual Contracts, Found Supplier Data Base, Managing The Saving Plan
 - **01-02-2010 Up 22-12-2019 Qurtoba Int'l for Equip Est. Business Manager**
I managed the whole Operation business unit, including the Importing, Procurement, Sales & Marketing, and Business Development. I had owned the P & L responsibilities. I supervised and derived the Sales & Marketing force and facilitate their tasks throughout very well-planned activities based on updated market information and trends, with high quality of

supplied materials meeting the market's highest standards and the best possible profitability can be achieved.

- **01-02-2003 Up 01-01-2010 Qurtoba Int'l For Equip Est. Supply chain Manager**

First, I managed the importing Unit then I was promoted to manage the Procurement, and storage units as well. as the organization's supply chain manager. I supervised the Vendor affairs including the contracts and payments approvals. moreover, I managed planning the demands, then decide and adjust monthly quarterly, and yearly purchasing plans

- **13-11-1999 Up 01-01-2003 Qurtoba Int'l For Equip Est. Marketing & Sales Manager**

I handled the operations and management of sales and marketing for Safety Equipment, Material, and Industrial Tools for the entire business. I prepared the business and marketing plans and issued the monthly and quarterly sales & marketing reports. The main customers were EPC Constructions companies and retailers.

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- **01-1997 Up 01-1998 Gazi & Olayan Sales Representative Syria Damascus**

I started before graduation, I worked in Whole Sales and dealt With Retailers in the FMCG sector as a sales representative covering Damascus city and parts of its suburbs as well.

Professional Skills & Expertise Summary:

- Supervising all different types of studies and surveys in Marketing, planning, and projects.
- Participating in preparing documents and planning Importing materials entire process including logistics.
- Preparing and implementing company documentation and following up with Suppliers to upgrade the company accounts and registrations to the highest levels.
- Managing and supervising the Sales & Marketing department's operations.
- Managing the company's Importing, Purchasing, Marketing, and sales functions simultaneously
- planning and reporting all units' activities to the top management with a complete analysis of the items
- prepare preventive and curing actions for any drop in sales, profits, or operations issues based on actual situations and practical approaches

PERSONAL INFORMATION:

Name of Candidate	:	Hamzeh M Albiswani
Date of Birth	:	1 th June 1972
Marital Status	:	Married, 4 Kids
Nationality	:	Syrian

Contact Details

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