

Safwan Maher Al-Bostie

I WOULD LIKE TO INTRODUCE MYSELF PRESENTLY WORKING WITH ONE OF THE BIGGEST FURNITURE COMPANY IN THE WORLD YOU WILL NOTE THAT MY BACKGROUND AND MY EXPERIENCE HAVE BEEN IN THE SALE FIELD BUSINESS DEVELOPMENT, CUSTOMER SERVICES, PUBLIC RELATIONS, ADVERTISING AND ACCOUNTING. IN ADDITION, I BRING ALONG SOLID EDUCATIONAL BACKGROUND AND ABILITY TO COMMUNICATE EFFECTIVELY AT ALL LEVELS, AND A VERY HIGH DEGREE OF INITIATIVE.

My C.V. (SAFWAN MAHER AL-BOSTIE)

CONTACT INFORMATION

Smart Phone Mobile: + 966568783531- +966564451666

E-Mail:

safwan-may@hotmail.com

safwanmaher@yahoo.com

CAREER OBJECTIVE

As of my personal attributes; I am presentable, hardworking, like responsibilities, goal oriented and totally dependable. Looking always to develop myself and my work. I bring along a solid educational background and ability to communicate effectively at all levels and a very high degree of initiative

PERSONAL INFORMATION

Nationality: Syrian

Resident of: Riyadh KSA.

Birth date: Aug, 24th, 1970

Gender: Male

Marital Status: Single

Valid Saudi ID No. 2303993824

PROFESSIONAL EXPERIENCE

April 2017 up to date:

E.P Projects Manager of Eastern Al- Zain Est.

Leading the furniture projects related to the signed agreement with Projects Furniture Co. (Bayet Al- Ansari) to lead their business development along with the projects management with the RC, Dammam university, and any other projects they assigned to us, and the maintenance of SCECO vehicles and H.D equipment's in their quarters throw the kingdom.

Dec. 2010-2017

Eastern Province Branch Manager of Midas Furniture Mfg. Co.

Founder & active leader of the projects division which I founded and built aggressive positively by grabbing & winning the major, mega and big projects which are belonging to RC, ARAMCO, DAMMAM UNIVERSITY, KFUFAM with a very high quality follow up, supporting our Technical submittals throw an positive follow up with the end users and supporting the main contractors in their process to finalize the orders and negotiated payments and the terms with the conditions.

Participating with the fruitful tenders and perform positively by starting grabbing the contact details of the decision makers then starting my communications with the end users to build a very strong friendship and furnish my suggestions along with the offered technical details on their table to finalize their selections before I complete my final official submission regardless the combativity of our commercial situation and where we are in the list.

Left Midas for their un acceptable illegal instructions which they wanted to proceed them with a very un-respectful performance and I assure you that I have the legal verdicts, strong evidences and official references about the above.

May 2009- 2011

Sales Manager for Al- Nasser Furniture Co.
Riyadh, KSA.

Acting as Executive Director for the complete sales operation by closing the Deals with the clients and providing solutions for the sales team that I am managing 5 Projects out Door Sales Engineers in addition 2 show room sales Executives.

In addition, I'm in charge for all the tenders for the Co. that I am following up with the decision makers by starting with the consultants up to the major client. Running in the negotiations with the local & overseas main suppliers to achieve the greatest profits for the sales team.

In addition, I do implement in the complete sales follow up with the clients to close the deals and to avoid losing the clients to go to another suppliers.

My major clients in KSA:

Saudi Royal Land Forces.

MOI.

Prisons General Directorate.

MOD (Saudi Royal Air Forces).

Bilad Bank.

National Guard.

Food & medicine Directorate.

King Khalid Eyes Hospital.

Passport & immigration Directorate.

Prince Sultan Center for Heart surgery.

Saudi Military Industries.

December 2007 up to April 2009:

Sales & marketing manager.
Al- Mana Maples Co. Doha- Qatar.

Managing the sales and marketing operation for grasping profitable potentials in residential & offices furniture supplying fields as Turn key projects participating in the complete civil works up to furniture. the co. with sales teams of 3 sales executives in addition the fully projects assignments with high quality follow up & coordination with the projects and procurements Departments.

Finding the right business opportunities and operating the complete costing and selling prices with the best profits.

My major Clients are:

Qatar Gas (QG. HQ. in Al- Salam Tower- QG. Offices in Rass Laffan- QG. Residential camps).

Al- Hatmy (Al- Hatmy Residential Tower).

Gulf contracting.

Qatar Petroleum.

Arab Eng. Brue.

CDC Qatar.

Qatar foundation.

Leighton (Al- Shaqap Academy Project).

Hamad Medical corporation.

National health authority.

Qatar Foundation. (dealing with the in door consultants architects).

Arab Engineering Brue.

Dar Al- Handasah Eng.

Civil Aviation.
Qatar Armed Forces (Al- Saylia Base)
Feb 2006- 2008:

sales Manager for Marlin Furniture Co. Doha, Qatar

Basic Function and Scope:

Co-ordinates approved plans for the provision of sales services for Major client's Offices fields, covering sales area. Planning and co-coordinating all such activities, setting standards and developing my customers and company plans and budgets for such activities. Co-ordinates the implementation of approved plans and resolves problems with external parties. Serving as owner REP. or member of various committees and task forces as assigned by GSM.

Tasks and Duties:

Develops appropriate sales and procedures to implement the defined and recommended departments policies and objectives. Assists in reviewing the activities of sales dept. personnel and evaluates their performance against predetermined objectives. Establishes, maintains, and reviews guidelines for the preparation of both long term and short-term objectives for the department.

Advises sales operation in the provision of required services for clients Offices commercial art and reproduction sales services. Monitors such activities to ensure that standards are maintained; resolves problems and co-ordinates work both with internal parties and other departments.

Assists my sales team to develop and maintain systems and procedures for the general maintenance and operations of global products. Assists in the selection of suitable products; advises on major renovations and modifications to office configurations; advises supervisors when dealing with any cases of abuse of Company property and randomly follows up progress and completion of client's maintenance work carried by Maintenance Department.

Co-ordinates with the Transport Division for the review of transport provisions and where necessary assists in the negotiations of shipment's leasing contracts, insurance and maintenance contracts for all Company properties.

Initiates and recommends to director policies and procedures for all administrative activities including the negotiation, preparation and award

of contracts; bid submittal, opening and evaluation procedures; contract agenda, amendments and renewal procedures, and sales services policies and procedures. Includes monitoring existing procedures and practices, identifying optimum practices for efficiency and equity, arranging the drafting of policies with sales plans Manager and other interested departments for finalization.

Co-ordinates the preparation of business plans and annual budgets for the Sales Department, for submission to and discussion with the Director. Includes discussing planned activities with Supervisors. Identifying any major new products, programs or equipment requiring capital or other significant expenditure. Defining any special activities for the Divisions in the coming year, establishing performance or other targets where feasible; assessing manpower requirements, and recommend assignment of responsibilities to Sales Dept. Director for the implementation of plans and achievement of targets where practicable. Justifies plans and budget to Supervisors and follows up on the implementation of approved plans, monitoring the expenditure of budget funds and explaining any deviations from plans.

Assists the Administration Division services provided to employees and other authorized personnel. Ensures all catering activities are monitored including, where necessary, overseeing tender agreements for Sales services operation, quality control and health regulation maintenance.

Responsible for the support of Company Safety, Environment and Quality policies and programs, and carrying out specific duties and responsibilities related to his job as spelled out in Management system documentation, policies, procedures, local documentation, Management System Manual, Safety Manual and other related documents.

Carries out other similar or related duties such as serving as officer or member of various task forces as assigned by Sales Dept. Co-coordinating the development of computer database and other systems to improve or enhance the efficiency of Sales Dept. work. Preparing related reports of Sales activities and planning purposes, and performance indicator reports.

Sept. 1998 – Feb 2006

Sales Manager

Saudi Arabia & Bahrain

<http://www.knoll.com/>

1. Managing controlling the activities of the Sales Dept. covering various provisions of Sales ensuring high standard of performance in a cost effective manner WORK PERFORMED.
2. Reviews requests received from major clients for Office Furniture & Equipment; includes analysis of requests in the light of company's policies & Procedures and raising proposals for the required items.
3. Verifies all invoices relating to office furniture.
4. Ensures availability and provision of all kinds of stock.
5. Plans and prepares annual forecasts for any changes required for office accommodation, maintenance from the co. clients.
6. Plans and prepares Sales Dept. Budget in coordination with all concerned Manager's in the company by reviewing and consolidating the yearly consumption of Sales operations.
7. Evaluate required office equipment and furniture as per approved standards. Arranges for the maintenance of assets
8. Managing the provision of an efficient courier and mail services
9. Ensures provision of Telecom services.
10. Managing all transportation services for clients
11. Prepares scope of work for the terms of agreements of Sales.
12. Performs the technical evaluation process of purchase orders received in respect of related office Sales activities.

My Major Clients:

Wescosa.

SABIC Jubail (Al- Razi- Kimia- petrokimia- Sadaf- Hadeed- Ibn Zahar).

MOI.

Al- Oraifi Group.

Al- Zamil Group.

Alubco

Riyadh Bank

Oct. 1992 - 1998:

Sales & Marketing Supervisor

Al -Mutlaq Furniture co.

Handling the VIP clients of K.S.A, putting the market strategy, the market plan, and the action plan for every and each account. Handling the accounts of the main three clients with a team of 3 Accounts coordinators. Achieving a budget of **13 Million** Riyals. Creating new promotions & campaigns for the clients' products and developing the actual corporate Identity. Handling the media sector and creating excellent relationships with all the media sources. For residential & office projects.

EDUCATION

September 1992:

Al-Baath University, Homs, Syria High Diploma in Agriculture.

CAREER LEVEL

Career Level: Executive (Senior Employee)

Last Salary: US\$7,000 / month (references can be furnished if its required).

Job Location: KSA. Eastern Province & Bahrain

Job Category: Sales or Projects or Branch manager

Employment Type: Employee

Desired Salary: US\$7,000 / month

TARGET COMPANY: I am looking for a company who can let me show all my creativities and who can develop my career.