AHMED MATOOQ NAHAS

**KSA • 966566630004• + nahas34@yahoo.com**

|  |  |  |
| --- | --- | --- |
|  | **Summary** |  |
|  |  |

**Multifaceted and accomplished senior management professional offering extensive experience in the areas of catering management, logistics & operational planning, camp services, HR and strategic development. Illustrious track record of effectively leading catering and camp management services to meet the most demanding needs of a diverse workforce. Displaying exceptional ability to perform activities pertaining to offering top-notch catering services, camp programs/projects, maintaining policies and procedures, ensuring compliance with law enforcement regulations as well as delivering the optimal level of quality.**

* **Success Story:** Owning a 31+ year record of achievement increasing multimillion-SR revenue and productivity, developing and executing strategic catering logistics/ operations and camp management with a proven track record in driving ROI while minimizing costs in all functional areas including distribution, maintenance, packaging, food and service.
* **Transformational Change in Operations and Cost Control** – Expert in establishing and achieving established KPIs, ensuring timely delivery with optimum quality as per pre-established service agreements. Hands-on experience in negotiating contracts with vendors, third-party contractors and outsourced partners. Acting as a key point of contact for providing culturally acceptable services/meals to both employees/VIPS and locals/expats alike.
* **Leadership and Communication**: Highly competent in establishing and developing an energetic team to deliver better business results. Facilitating a collaborative working environment within the team to improve accountability by encouraging employees towards achieving organizational objectives.
* **Known for cementing growth in Multicultural Environments:** Continued to move from strength to strength by investing in the ability to interact effectively with people of diverse nationalities and comfortable with working in a multicultural set-up for achieving challenging targets and generating exceptional camp performance.
* **Gratified:** For repeatedly gaining recognition from both clients and colleagues for commitment, integrity, discipline, extroversions.

|  |  |  |
| --- | --- | --- |
|  | **Areas of Emphasis** |  |
|  |  |
| * Operational Excellence
* Business Acumen/Drivers
* Project Planning
* Astute Negotiations
* Customer Satisfaction
* Camp Set/Management
 | * Profit & Loss Accountability
* Logistics & Distribution
* Catering Operations
* Managerial Decision Making
* Procurement & Inventory
* Facilities, Repairs, Maintenance
 | * Health, Hygiene/Sanitation
* Cost Control/ Budget Allocation
* HR & Administration
* Communication & Interpersonal Skills
* Analytical Skills, Conflict Resolution
* Group Dynamics, Synergy
 |
|  | **Career Experience** |  |
|  |  |

**Operation & Maintenance (Apr 2018 – Present)**

**SECE (MYDP) | KSA**

**Notable Accomplishments:**

* Entrusted with key accountability for disposal of surplus or unclaimed property, maintenance and repair of machinery, equipment and electrical / mechanical systems entailing space & installation management functions.
* Handled a gamut of camp and building functions including Operations & Maintenance of the facility & office; catering/dining hall & events and empowerment of staff associated with all these functions.
* Recorded success in leading several construction & renovation projects with improved efficiency and compliance with environmental, health, and security standards as well as government regulations.

**Key Contributions:**

* Efficiently handling senior level assignments in Operations & Maintenance of office equipment, Installation & maintenance of roads & solar lights for a stretch of 60 KM.
* Offering leadership & direction in planning, implementing strategies and coordinative administrative work together with construction, testing and commissioning works.
* Serving as an administrative liaison for maintenance of office equipment, housekeeping & maintenance of office, record keeping, judicious use of office stationery and supervision of functions for camps & building.
* Monitoring all on-site activities, ensuring that all the requisite resources like manpower, materials/equipment & approvals/certifications are made available to entail a smooth work flow.
* Supervising the overall planning, organization and management of all aspects of maintenance operations, including general administration, budgeting, planning and policy development.
* In charge of catering Dinning Hall & Events

**Camp &Catering Manager (Apr 2013 – Apr 2018)**

**SADARA | KSA**

**Notable Accomplishments:**

* Played a key role in minimizing the cost of packed meals by 30% in 2016 resulting in savings of 3000.000 SR and contributed to further reduction in packaging cost in 2017 by 50% saving around5000.000 SR.
* Streamlined all operational processes that significantly reduced operational costs by 45% saving around 2000.000 SR.
* Presided as a Chair and team member of the Project Management Team with huge accountability of spearheading project management team towards providing 3 meal meals services across 5 canteens covering a staff of 3000 employees.
* Headed a team of 4 contractors and ensured delivery of superior quality 4500 packed meals daily and management of camp accommodation (300) rooms on-site in addition to managing events/ parties and VIP visits to the company.

**Key Contributions:**

* Handpicked to lead the full operation of multiple camps handling on-site catering, packed meal services, accommodation and VIP guest services.
* Displaying a keen commercial eye and proven track record of introducing cost-saving innovation and ideas, whilst driving profit without sacrificing quality.
* Track record of managing sites diligently & profitably with the ability to provide a safe physical working environment with a view to supplying high quality and nutritional daily food service to help keep onsite workers morale at its highest possible level
* Taking full responsibility for the day-to-day catering management, VIP visits, events and parties. Possessing an ability to create seasonally inspired menus and preparing locally sourced food to the highest standard of hygiene and presentation which goes beyond expectations.

**Admin Manager (Oct 2012 – Feb 2013)**

**SCCC -Saudi Catering & Contracting Company | KSA**

**Notable Accomplishments:**

* Served as an Admin Manager for SCCC operating in the provision of Hospitality and life-essential Services and accountable for managing 14 camps and buildings.
* Recorded success of minimizing costs for maintenance by 12%; food by 38%- resulting in savings of around 800000 SR.
* Highly applauded for revamping 5 camps and elevating the status to match the ARAMCO standard, simultaneously ensuring the highest level of safety, security, and maintenance.

**Key Contributions:**

* Standardized all administrative processes, enforced budgetary control over contracts, equipment and supplies as well as structured processes for maintenance and repair of machinery, equipment, and electrical and mechanical systems, including space and installation management.
* Fostered open channels of communication across all support services departments of the business, agency, or organization and established scope, goals and deadlines for the department.
* Administered several key functions of the organization including leasing of facility space, developing and analyzing operational reports and ensuring efficiency across functions & departments.
* Ensured the day-to-day operations of the business runs smoothly by periodically evaluating policies/procures, making interim changes as required and improving operations in all areas such as disposal of records, storage and distribution of supplies, etc.
* Resourceful in recruiting clerical and administrative personnel, establishing KPIs and analyzing performance to determine training needs and ensure uninterrupted operations.
* Commanded the construction and renovation projects whilst ensuring facilities meet environmental, health, and security standards, and comply with government regulations.
* Extremely sharp, focused and a unique approach of collaborating with specialist providers and ensuring the disposal of surplus or unclaimed property and effective maintenance of the existing property.

**Area Manager (May 2010 – Sept 2012)**

**Nesma Trading Company Ltd. | KSA**

**Notable Accomplishments:**

* Highly experienced in Camp Operational Management, including 12 camps in Manifa and Tanajib Area overseeing maintenance, Catering, housekeeping, transportation, camp development & expansion, security, waste & facilities management, including the supervision members of staff.
* Provided leadership and direction in supervising all assigned branches of the organization including accountability of branch & employee performance, expense reduction and branch profitability.

**Key Contributions -** **Executive Operations Manager Banqueting & Retail:**

* Offered unparalleled strategic focus, vision and direction for devising Nesma Trading strategy and provide services that fulfill both customer requirements and expectations and also mitigate risks.
* Devised budgets and aptly allocating resources; approving expenses while exploring cost-saving initiatives to augment the efficiency of day-to-day operations of all branches. Reporting the performance of the company’s branches to its main office.
* Monitored work of project managers and evaluated them against established standards; assured quality and performance across all assigned branches and enabled improvement in poor-performing branches in areas of marketing, production, and management.
* Processed all employee settlements requests after validating all necessary information for settlements from concerned parties relating to commissions, incentive factors, vacations, training commitments, etc.
* Succeeded to contain food cost in Aramco Camp by 29% and made a profit for the first time since 2008 and increased area profit to 39% during 2011
* Managed the camp operations and staff constantly exceeded operational goals and adhered to all organizational procedures and policies.
* Empowered staff to maintain high productivity and quality standards which led to superior customer satisfaction and quality products. Distributed daily workloads to the Department Managers.
* Oversaw, procurement, pricing, inventory & material management, maintained synergetic relations with vendors, staff and other departments.
* Worked collaboratively with sales to determine Pricing, with maintenance to ensure the upkeep of project facility and with finance for accounting & fiscal operations.
* Assigned daily work to department staff; schedule periodic safety and staff meetings and processes staff r incentives, bonuses and other benefits in a timely manner and as per current policy
* Generate reports based on payroll data as requested by management, accounting and finance.

**Operations Manager (Sept 1990 – Apr 2010)**

**Saudi Arabian Airlines| KSA**

**Notable Accomplished**

 Handpicked as Operations Manager; after serval years of services in deferent areas. As catering & Ground support services. To assisted & managed the department according to the established concept statement providing courteous, professional, efficient Handling Royal Flights & VVIP flights & Saudi airline flights &foreign airline flights with flexible services. Held responsible for exceeding company’s goals & objectives in accordance to laid policies. Set and maintained productivity & quality standards; also allocated workloads to the Department Managers on daily basis.

• Efficiently & effectively collaborated with Sales Team to determine pricing; deftly ensured Customer Excellence & Delivery of Quality

Products

Flights on time departure

• Dexterously took care of:

 Inventory level in the main stores; worked in close relation with Purchasing, Accounts Payable and Finance Depts.

 Materials Management & Vendor Relations

• Significant contributions towards reorganizing chart and reduced operational cost by 13%; number of staff by 8% by utilizing staff in deferent location

• Created & maintained reports based on payroll data as requested by Management, Accounting and Finance

**Other Relevant Experiences:**

* May 1989-Aug 1990: Travel Consultant, Yusuf Bin Ahmed Kano
* Undertaken intensive training in IATA / Banking Policies & Procedures; efficiently sold tailored packages to KANOO Corporate & Individual
* Clients; coordinated with tour operators, travel agents and international airlines for smooth business functions

|  |  |  |
| --- | --- | --- |
|   | **Education** |  |
|  |  |

**Master’s Degree in Management from Asherton University (2013)**

**Professional Diploma in Advanced Human Resources Management - Level 3 from institute**

|  |  |  |
| --- | --- | --- |
|   | **Professional Development** |  |
|  |  |

* NEBOSH Health and Safety at Work
* H2S Safety (Highfields)
* Risk Assessment (Highfields)
* Fire Safety (Highfields)
* Food Safety Level 4
* Project Management Professional (PMP)
* Business Analysis Professional (CBAP)
* Advanced Human Resources Management Level 3 Professional Diploma
* Certificate - New Trends in HR Management
* Certificate in Advanced Skills in HRM
* Certificate in Selection & Recruitment Techniques
* Certificate in Saudi Labour Law
* Food Safety Management Workshop
* ICDL Certificate
* New Performance Evaluation System
* HR for Non- HR Professionals

|  |  |  |
| --- | --- | --- |
|   | **Personal Info** |  |
|  |  |

* Date of Birth: 15th February, 1967
* Marital Status: Married
* Languages Known: Arabic & English