

Ahmed Samir

Project Management, Strategic Planning - Khobar, Saudi Arabia

W: <http://www.worky.com/ahmed-samir>

The Business Development Officer is responsible for the company's day-to-day operating activities, managing revenue growth; expense, costs and margin control. Business development officer will manage and produce monthly, quarterly and annual operations & reports. The position is responsible for management planning, directing and controlling operational functions for the Company in line with the established policies and procedures. This includes developing strategies, business plans, operational plans, preparing budgets, conducting business analysis and preparing operational reports. The business development officer is also involved in "review and recommend" on strategic decisions (operations, investments, projects, etc.) with major operational / budget.

Ahmed Samir's Professional Experience

2010 - Present

Real-estate Development Company in Saudi Arabia - Business Development and Compliance Manager

Key Functions

- Experience in sales management.
- Experience with enterprise software solutions and large, complex organizations.
- Extensive experience in all aspects of Supplier Relationship Management.
- Strong understanding of customer and market dynamics and requirements.
- Willingness to travel and work in a global team of professionals.
- Proven leadership and ability to drive sales teams.

Relationships and Roles:

- Insures that all Account Executives meet or exceed all activity standards for prospecting calls, appointments, presentations, proposals and closes.
- Delegates' authority and responsibility with accountability and follow-up.
- Sets examples for Account Executives in areas of personal character, commitment, organizational and selling skills, and work habits
- Conducts regular coaching and counseling with Account Executives to build motivation and selling skills.
- Maintains contact with all clients in the market area to ensure high levels of client satisfaction.
- Demonstrates ability to interact and cooperate with all company employees.

Duties & Responsibilities

- Develops a sales strategy and business plan for the market that ensures attainment of company sales goals and profitability.
- Responsible for the performance and development of the Account Executives.
- Prepares action plans by individuals as well as by team for effective search of sales leads and prospects.
- Initiates and coordinates development of action plans to penetrate new markets.
- Assists in the development and implementation of marketing plans as needed.
- Conducts one-on-one review with all Account Executives to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Account Executive's sales and activity performance.
- Provides timely feedback to senior management regarding performance.
- Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.
- Maintains accurate records of all pricings, sales, and activity reports submitted by Account Executives.
- Creates and conducts proposal presentations and RFP responses.
- Assists Account Executives in preparation of proposals and presentations.
- Controls expenses to meet budget guidelines.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.

- Recruits, tests, and hires Account Executives based on criteria agreed upon by senior management.
- Establish adequate infrastructure and appropriate systems, policies, procedures and practices as well as allocation of resources to achieve goals in all operating divisions of the Company.
- Direct short-term and long-range planning and budget development to support strategic business goals.
- Plan, develop, review, present and manage the operating budgets of the various operating arms.
- Establish responsibility, direction and reporting structure along with clearly defined job descriptions for all key positions in line with the approved Authority Matrix.
- Produce monthly / quarterly performance reports and manage deviations from plan objectives with tangible recommendations for corrective actions.
- Identify, retain and motivate qualified staff for all key positions as part of the Corporate HR policy.
- Establish accountability, KPI's, direct, lead and manage all division heads and ensure timely accomplishment of major assignments and responsibilities.
- Review and appraise quarterly performance of direct managers to ensure set objectives are being met and take appropriate actions where necessary to improve performance.
- Developing marketing performance and the sale of the company through market research and the preparation of studies related to customer services and products similar to products and services company.
- Tenders and continues her studies, analysis and preparation of presentations and follow-up and take advantage of them and determine the company's operations and determine the specifications.
- Considering the needs of customers on a regular basis and coordinate with relevant departments to meet their needs and achieve their desires.
- The plan for the company and are discussed with the departments of the then director of the company in preparation for submission to the Executive Committee.
- Participates in the preparation of long-term plans and short-term plans of the company and the application of the approved activity within the Department.
- The plans for workforce development company in coordination with the concerned departments and to identify training needs.
- Monitor the reasons that lead to low performance and achievements or shortage which is statistical reports on the activities of the company.
- Follow the implementation of the company's plans and annual reports in accordance with the annual follow-up and identify the stages completed and not completed and a citizen of the deviations.
- Oversees the construction of a database of all data for each department or division and to provide them when you need them.
- The preparation of periodic reports about the size of the company's activity and compared to previous years and indicates the positive and negative deviations and submits them to the Director-General with recommendations on the topics addressed by these reports.

Key Skills Business Development, Marketing Strategy, Project Management, strategic planning

2008 - 2010 **Eastern Region for the Municipality in Saudi Arabia - Project Manager**

Duties & Responsibilities

- Manage the vendor selection process to ensure fair analysis and unbiased selection.
- Utilize information systems, financial, and legal consultants as necessary to help in narrowing the field.
- Calculating return on investment, arranging financing for the project, and negotiating a contract.
- Lead the internal implementation team. Depending on the size of the practice and complexity of the company.
- Plan the schedule and numbers of replacement and required each year and forecast production Enhance and maintain the record keeping of the production.
- Development and process management in the eastern region for the municipality eastern region.
- Preparing the Organizational manual for the departments.
- Managing and Implementation for management consulting.
- Assess and monitor the implementation of annual budget plan.
- Setup all settings for Marketing and sales forecasting.

- Setup Work Flow steps for Training system and Programs.
- Training for the procedures, regulations, Job description tools.
- Analyzing and solving the gaps for business appears on the organizational manual in (Human Resources Management, Sales and Marketing Management, Training Management, Administrative Management).
- Managing project scope and change control and escalating issues where necessary.
- Managing project evaluation and dissemination activities.
- Recruiting project staff and consultants.
- Working closely with users to ensure the project meets business needs.
- Produces and monitors financial reports including of all actual time and expense against the master plan.
- Encourages the transfer of product knowledge and skills to the appropriate staff within the organization.

Key Skills business administration, human resources, Human Resources Management, Marketing, Marketing Management, Project Management

2003 - 2008 **Kandil Steel Complex Company - Marketing Manager**

Duties & Responsibilities

- Develop and administer marketing database for the customers which includes client and prospect information. Sectors and products.
- Review vendor offerings and make recommendations for review of those most suitable for the practice.
- Develop a request for proposal, manage responses, analyze results, present findings, and arrange for demonstrations as applicable.
- Manage the vendor selection process to ensure fair analysis and unbiased selection. Utilize information systems, financial, and legal consultants as necessary to help in narrowing the field, calculating return on investment, arranging financing for the project, and negotiating a contract.
- Coordinate with the vendor to develop an implementation plan for process improvement, chart conversion, installation, data conversion, system build, testing, training, and other aspects of implementation.
- Design and plan quarterly marketing training seminars.
- Submit the proposals and recommendations on the development of the company's business in general and marketing management and sales in particular.
- Working with regional offices on designing and implementing prospecting and client contact systems.
- Managing the work for development Marketing plan and sales team.
- Development big projects, customers and Market research.
- Preparing and Control the Reports for the opportunities cost.
- Technical Support for Customers they uses our Products.
- Solving the problems Appears for Some customers in Point of Sales system (POS), Pricing system, and credit systems).
- Working on the employment market research studies and to serve the increasing market share of companies, including providing the necessary information on markets and customers on an ongoing basis and regular

Key Skills Business Development, Marketing, POS, Reports, Technical Support

1997 - 2003 **Falcon Cargo System Company - Marketing Manager**

Duties & Responsibilities

- Oversee the tasks, timelines, and resources necessary to implementation, ensuring that the project stays on time and on budget.
- Maintain an issues resolution log, escalating issues as appropriate.
- Lead the internal implementation team. Depending on the size of the practice and complexity of the company
- Routinely monitor adoption and use of take/recommend corrective action as necessary.
- Sales and Marketing Plan for the local market.
- Evaluation for sales and marketing team performance.
- Categorize the indicators for the local market (Customers, Suppliers, and Competitors).
- Creating Marketing campaign strategies in the market.

Ahmed Samir's Education and Qualifications

2006 **Masters/PostGrad - Strategic Planning**

The American University in Cairo

American university in Cairo AUC, EGYPT,
Dale Carnegie, USA; 2004~2006

Description

- Project Management
- Strategic Planning
- Marketing Strategy
- Annual Budget Plan and cost control
- Budget preparation and Gap analysis
- Analyzing tools and Reengineering process
- Excellent leadership, interpersonal and presentation skills.
- Effective communication and time management skills.
- Ability to function independently as a decision-maker.
- Setting the guidelines established by the Company.
- Strong negotiations skills.
- Ability to prepare budgets and reports.
- Proven ability to select, manage and evaluate personnel.
- Ability to communicate effectively both orally and in writing.
- Proficiency in spoken and written English and Arabic languages.
- Demonstrated ability to work effectively with diverse individuals and groups.
- Computer literacy (MS office applications) and experience in working in automated environment.

Financial Accountability

Description

- Develop, monitor and oversee the division's budget and financial.
- Analyze and improve cost effectiveness; prepare, submit and justify budget updates to the Retail Regional Manager.
- Prioritize and allocate available division resources, make recommendations for improvement and ensure maximum effective service provision.

Strategy

Description

- Elaborate the vision at the division level and set up the yearly strategic plan and the yearly budgets in accordance with the organization's vision and mission.
- Conduct strategic meetings with suppliers, regional teams...to negotiate commercial conditions (margin, animations, exclusivity...)
- Develop and conduct the implementation of goals, objectives, policies, procedures and work standards.
- Coordinate with the Marketing team; recommend marketing mix for existing shops and new openings.

Reporting

Description

- Attend Managers' meetings to review the shops performance: sales achievements, marketing activities, staff training ...and provide reports to high Management in a concise informative manner.
- Record, monitor and analyze market trends, competitor activities; provide action plans and follow up on implementation.

General Operations

Description

- Monitor and direct daily operations to ensure that goals and objectives are met in term of sales targets, margin and profit and take corrective action when necessary.
- Approve brand mix and oversee smooth implementation of opening, closing and renovation of shops and often get involved with the buying process.
- Maintain smooth relationships with the suppliers and business partners to ensure that overall growth of the division is aligned with the company's strategy.
- Negotiate targets, locations and brand support with key suppliers.

- Promote customer service excellence by running surveys and analyzing benchmarks.

Main Management

Description

- Make recommendations on hiring, termination, promotion and discipline as required.
- Manage, engage and guide the team reporting to him.
- Conduct the appraisal and assessment of own team members.
- Set the objectives and budgets for own team members and ensure their accomplishment.
- Responsible for coaching and training own team members, and formalize and follow up on each team member's Individual Development Plan, in coordination with the employee and HR.
- Ensure identification and proper development and recognition of Talents within his unit.

Managerial Skills

Description

- Time Management
- Communication Skills
- Team Building

Description

- Budgeting Plan, Strategic Plan for advanced Program
- Flowcharts breeze Program

Course Reference : DN516 - Integrated BA/MA Masters degree programme

2005 **Higher Diploma - Marketing
Business Development**

2004 **Higher Diploma - Planning Section
Strategic Planning**

2004 **Higher Diploma - Project Management
Project Management professional PMP**

2003 **Diploma - Business
Gap Analysis Process**

Ahmed Samir's Additional Information

Links

Business development - <http://www.scribd.com/Antisimo>

Business development - http://www.linkedin.com/profile/view?id=63528641&trk=tab_pro

Languages

English - Working knowlege

Interests

Ridding horses

Tennis

Football

Reading

Memberships

Assembly friendly charity

Makkah Charity Association

Secretariat of the Eastern Province of Saudi Arabia

Secretariat of the Central Region of Saudi Arabia

Awards

- o Process Management.
 - o Business administration.
 - o Strategic Planning.
 - o Annual Budget Plan.
 - o Analyzing tools.
 - o Gap analysis
 - o Marketing Strategy
 - o Sales Functions
 - o Strategic Thinking
 - o Cost Engineering
 - o Project Management
 - o Effective Report Writing
 - o Presentation Skills
 - o Time Management.
 - o Effective Report Writing.
 - o Presentation Skills.
 - o Communication Skills.
 - o Team Building.
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- ▶ Office2003, 2007 (Excel, Word, PowerPoint).
 - ▶ MS project, MS Outlook, Visio.
 - ▶ Mind manager, Flowcharts breeze.
 - ▶ Star UML program.
 - ▶ Internet searching.
 - ▶ Communication Skills.

-Active member on students union during studying years.

-Communicating with customers and foreign experts.
