



ENG. MOAWIA AL KHAWALDEH

Tel: 00971 50 2019643

moawia23@yahoo.com E mail:

Dear Sir,

Reference:

Subject: CV Application

I would like to offer my candidature for the above post in your organization with an ambitious aim to serve and contribute better than ever to the position I hold, I hereby forward my application attached with my CV for your kind perusal.

An awareness need of the marketing field in the recent years which support the needs of client helps me to create a combined effective approach to solve the problems of demanding clients. It has become the basis of my marketing policy. I will be conscious to create a new marketing space while recreating and establishing the existing ones.

My academic excellence (**DBA** Doctor of Business Administration) along with (**B.E Civil Engineer**), (**MBA** master of business administration), (**MPM** master of Project Management), and (**MBAR** master of business Applied research), altogether with the vast experience in the field remains a healthy back ground to my capability. The fundamental knowledge in computer applications like M.S office package, MS Project, and Auto Cad helps to bring out the best of the current technological age which is an aid to work.

I politely expect my term to contribute my best services to your organization. My services offered can be measured in terms of dedication and diligence which can bring out good result to your organization.

Thanking you

Moawia Alkhawaldeh

Curriculum Vitae

MOAWIA AL KHAWALDEH

Tel: 00971 50 2019643

Email: moawia23@yahoo.com

- **Personal Details**

- Marital Status : Married.
- D.O. B : 23 – 07 – 1972.
- Nationality : Syrian.

- **Career Outline**

- May 2011-till date: **Group Sales Manager, Speed house Group of companies.** (GRC/GRP/GRG/Steel/Prefab Houses) and building material. Dubai U.A.E
- March 2003- May 2011: **General Manager, EXTRACO Fiberglass** and Prefab houses. (GRC/GRP/GRG/Steel/Prefab Houses) and building material. Sharjah U.A.E
- May 2000-March 2003: **Marketing and Sales Manager, DIRP Dubai International Reinforced Plastics.** (GRC/GRP/GRG/Steel). Dubai U.A.E.
- Feb 1996-May 2000: **Sales Engineer, RIGID Construction Group (Steel Structure).** Sharjah U.A.E.

- **Qualifications & Education:**

- **D.B.A.** – (Doctor of Business Administration). Swiss Business School –Dubai-UAE 2019.
- **M.A.R** (Master in Applied Business Research). Swiss Business School –Dubai-UAE, 2015.
- **M.P.M.** (Master in Project Management) Chiefly Business University, Dubai - UAE, 2014
- **M.B.A.** (Master in Business Administration) Chiefly Business University, Dubai - UAE, 2013
- **B.E.** Bachelor of Civil Engineering from Damascus University, Damascus - Syria, 1996

- **Training Courses:**

- (Management Skill) at Brian brown institute in Dubai 2000.
- (Improving of the sales skill) at Spearhead training institute in Dubai 2002.
- (Quality Management) at Al Turath Consultants Ras Alkhimeh 2012.

- **Major Achievements:**

- Built a team of professionals' sales executives whose increase the company business by 80 %.
- Operate the CRM department who accomplish 5000 local and perspective customers' inquiries.
- Arranging the necessary documents' and attending the necessary meetings then Getting ISO certificate to my previous company.
- Upgraded computer programs for quoting purposes.

- Getting and complete a lot of huge projects.
- Arranging an agent in other countries to distribute our materials (Saudi, Qatar, Kuwait, Jordan).
- **Work Experience:**
 - **Speed House** Group of Companies- (GRC –GRP-GRG Fiberglass products and Steel Products) and building material – Dubai U.A.E as a **Group Sales Manager** from 2011 till date.
 - **Scope of work:**
 1. Develop Standards, work flow, procedures, documents & forms, and assist all company departments to similarly structure efficient working systems, utilizing the latest International techniques and systems, that will support the company.
 2. Prepare review and obtain management approval of the budget required for the sales/operations /and development of the company.
 3. Responsible for preparing, issuing and obtaining client approval of quotations, Material procurement and Production documents, including but not limited to detailed design calculations, Shop drawing, all necessary engineering documents necessary for facilitating and improving productivity, projects handing over packages, etc.
 4. Provide ongoing technical support to the sales/operations/production to improve, optimize manufacturing process and meet the manufacturing performance targets for the company.
 5. Develop Company technical Standards and Products specifications Manuals/brochures/presentation.
 6. Controlling of sales team members and distributed the responsibility to insure that best relationships with clients are maintained and company products are specified. And achieving the target and planning for the expected targets in future.
 7. Business travel outside the U.A.E to follow company agents.
 8. Responding to sales enquiries and attend important sales meeting/ presenting seminars on the company behalf.
 9. Taking necessary decisions and empowers the sales team decisions and managing annual performance appraisals.
 - **EXTRACO** fiberglass and prefab houses (GRC –GRP-GRG Fiberglass products and Steel Products) and building material – Sharjah as a **General Manger** from 2003 till 2011.
 - **Scope of work:**
 1. Structuring the different departments in addition to selecting, training and developing a professional staff.
 2. Manage the formation, operation, administration, and all company activities.
 3. Responsible and accountable for the authenticity, reliability, credibility and technical accuracy of data and documents issued from the company.
 4. Research & Develop new manufacturing process, production techniques and product design.
 5. Manage the company A-Z including all administration and financial, sales, accountant, production, sites, etc.
 6. Follow up with clients, owners to insure that best relationships are maintained and company products are specified.
 7. Business travel outside the U.A.E to follow company agents.
 8. Receiving a daily, weekly reports from different departments, then discuss all the matters with every department heads.

9. Attending the finalization meetings which require quick decisions.
- **DIRP** Dubai international reinforced plastics- (GRC –GRP-GRG Fiberglass products and Steel Products) – Dubai U.A.E as a **Marketing and Sales Manger** from 2000 till 2003.
- **Scope of work:**
 1. Follow up with clients, owners to insure that best relationships are maintained and company products are specified.
 2. Achieving the target and planning for the expected targets in future.
 3. Business travel outside the U.A.E to follow company agents.
 4. Arranging and presenting seminars on the company behalf.
 5. Responding to sales enquiries and estimate the cost and the selling prices then follow it until getting the order, the advance payment from the customer, the coordinate with the production section until the job completed.
- **RIGID** Construction Group Steel Structure. (BUTLER STEEL U.S.A) – Sharjah U.A.E as a **Sales Engineer** from 1996 till 2000.
- **Scope of work (steel structure):**
 1. Follow up with clients, owners from the date of getting the land till signing the contract and getting the down payment.
 2. Achieving the sales target.
 3. Keep the relationship between and the company intact.
 4. Arranging and presenting seminars on the company behalf.
 5. Follow ups the new tenders, new projects.
 6. Responding to sales enquiries, prepare quotations and attend necessary meetings.
- **Membership:**
 - Society of Engineers (U.A.E Dubai member NO 23030).
 - Society of Manufacturers companies (Sharjah Municipality).
 - Pass a structural engineer test at Dubai Municipality.
- **References:** Upon request.
- **Languages:**
 - English.
 - Arabic.
- **Skills:**
 - Sales and Marketing skills including negotiations, decision making and leadership.
 - Finance skills and Economic decisions.
 - Computer Skills MS package, AUTOCAD.
 - Project Management skills (MS projects-primavera programs).
 - Holding UAE driving license.