

MOHAMMAD ALHAMDAN

Email: mohammad_alhamdan@emirates.net ♦ Mob: + 971 55 8537110

Address: Apt. 72, St 5, Greens, Dubai, UAE

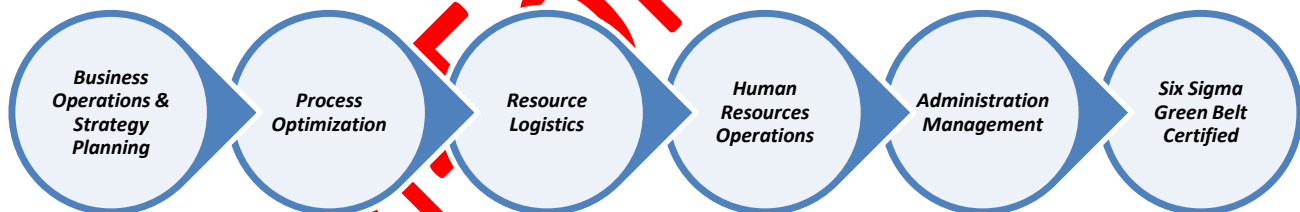


BUSINESS OPERATIONS | ADMINISTRATION MANAGEMENT | PROCESS IMPROVEMENT

PROFILE SYNOPSIS

- High-performing professional with experience of 22+ years in diverse functions with the last 15+ years in optimizing business operations, implementing process enhancements, taking initiative to solve critical problems and to achieve strategic corporate goals.
- Six Sigma Certified professional with broad, up-to-date knowledge HR, Finance & Administration coupled with expertise in catapulting productivity and stakeholder satisfaction by automation of business processes and organization development.
- Possesses progressive leadership experiences that have created passion for surpassing financial and service objectives of an organization. Far-reaching academic and practical expertise in resource logistics, Demand Forecasting, Budgeting, Information Technology, General Services, and administration areas.
- Verified record in establishing and transforming business operations to efficient, reliable, fast processing and user friendly processes to ensure smooth functioning across verticals. Building and mentoring verticals and teams to provide consistent performances in demanding situations to achieve organizational goals.
- Proven ability to identify root causes of issues and take effective remedial actions through utilization of communications and problem solving skills. A forward thinking person who is strong a leader and team oriented. Possess competencies in achieving both corporate and personal goals in diverse cultures.
- Solutions oriented approach with excellent communication, relationship and time management skills with skills to effectively work with diverse culture and handle employees at all levels.

CORE COMPETENCIES



CAREER CONTOUR - OPERATIONS

GE Energy, Middle East, UAE

Tooling Operations Manager (Moved for Process Improvement), Dubai (Mar 2013 – Present)

Resource Logistics Manager, Dubai (July 2011 – Feb 2013)

Field Support & Compliance Leader, Middle East & Africa (June 2007 – June 2011)

Operations Manager, Dubai (April 1998 – May 2007)

DOMAIN SKILLS

- ⊗ Accountable for in end-to-end aspects of Operations Management, including process planning, policy / procedure implementation, seamless workflow management and allocation of tasks.
- ⊗ Defining business mission and integrating resource strengths to deliver impeccable performances aligned to overall objectives of the company utilizing six sigma skills.
- ⊗ Deliver expertise in managing diverse business verticals, planning and execution, coordination for smooth conduct of business operations.
- ⊗ Managing and leading teams for running successful operations and developing long range and annual plans, and with the evaluation and reporting of progress on plans.

- ☺ Study all business processes and generate effective plans to improve operations by implementing productive strategies that includes several departments of the company.
- ☺ Strategically plan to equip the organization with the innovative solutions for boosting deliverables on a continuous basis through development and implementation of policies.
- ☺ Undertake accountability for Tooling Demand Forecasting for the Region, Plant and Equipment Budgeting and Manpower Logistics
- ☺ Lead HR operations entailing manpower legalities, visa processing, payroll management, HR strategic development, Recruitment, Induction, training and various HR functionalities.
- ☺ Adhere in guiding management & employees through HR practices & implementation of policies, procedures, methods/ guidelines
- ☺ Streamline internal & external communication or reporting processes and implementing latest practices in HR operations
- ☺ Lead and support team members through organisational change effectively so that improvements and benefits are realised and better ways of working delivered.
- ☺ Liaise between senior management, employees & other stakeholders to ensure proper lines of communication critical in addressing/ resolution of myriad issues.
- ☺ Build a resource model by planning, monitoring and utilizing finance to the best to achieve optimum operational results with available resources within time, cost and quality targets
- ☺ Ensuring implementation of administrative/operational procedures and policies in line with divisional requirements.
- ☺ Lead and collaborate with internal and external partners to identify, develop, implement and measure success that will continually push for innovation and industry leading changes as determined
- ☺ Deliver high level advice, support and guidance as lead expert in the organisation, to inform and influence Executive Managers` and effectively underpin risk based decision making.

PRECEDING ASSIGNMENTS

Al Jaber Group

Accounts Executive (June 1996 – March 1998)

Dubai World Central (DWC)

Accounts cum Administration Executive (August 1994 – May 1996)

ASR Chartered Accountants, Dubai

Sr. Accounts cum Audit Assistant (July 1992 – August 1994)

CAREER ACHIEVEMENTS

- ✓ Digitized the tooling operations by setting up tool request work flow forms, forecasting and operations dashboards leading to simplified process with a turnaround time reduction of 30% - **Tooling Operations Manager.**
- ✓ Significantly contributed in creating a Visa Tracker Dashboard leading to 100% compliance and real time tracking. This was recognized as the best simplification project for the Global Logistics COE in 2012 - **Resource Logistics Manager.**
- ✓ Played a stellar role in developing an all-inclusive Work Flow Form where all the Mobilizations are captured from point of indent to the last day of Field Engineer on the site. - **Resource Logistics Manager.**
- ✓ Enabled hiring, on-boarding and training of 120+ Field Engineers within 2 years to support the spike in regional growth - **Field Support Manager.**
- ✓ Led the payroll transition of this business unit from one GE legal Entity to another within Dubai - **Branch Operations Manager.**
- ✓ Instrumental in leading to the compliant processes obtaining zero findings in multiple audits over the years - **Branch Operations Manager.**

ACADEMIC CREDENTIALS

- ✓ **Post Graduate Diploma equivalent to MBA (Finance & HR)**

Manchester University, Dubai - 1998

- ✓ **Bachelor of Commerce**

American University, Dubai – 1992

CERTIFICATIONS

- ✓ Six Sigma – Green Belt - 2004
- ✓ Foundations of GE Leadership – 2006
- ✓ Project Management at GE – 2010
- ✓ Leadership Development at GE- 2012
- ✓ Power Plant Fundamentals – 2013

IT SKILLS

Well versed with MS Word, Excel, Power Point and Outlook, Basic Knowledge of MS Access, Worked on Oracle based programs

PERSONAL DOSSIER

- ✓ **Date of Birth:** 12th June 1972
- ✓ **Languages Known:** Arabic, English, French and basic Italian
- ✓ **Nationality:** Emirati
- ✓ **Driving License:** Valid UAE

