

## **Curriculum Vita**

### **Osama Abdulkhaliq Awad**

**Date of Birthday:** Nov 11 1964.

**Nationality:** Jordanian

**Mobile:** 0555276720

**Email:** osamaawad.awad@gmail.com

The following data of my curriculum vita provides information about my professional background, my experience, my abilities and achievements for thirty years in the field of credit and sales at ABDUL LATIF JAMEEL GROUP, one of the leading motor vehicle companies in Saudi Arabia. I am confident that I will be very effective and efficient in achieving goals, in addition having the ability of making development in several areas.

### **Academic Certificate :**

B.A. Business Sciences - Accounting Major 1987

King Saud University - Riyadh

### **Work Experience:**

#### **Jubail Center Manager 10/2016 – 03/2018**

As a result of branches restructuring process, five branches in Jubail area were merged into one branch under the name of Al-Jubail Center, and I was assigned to manage the Center which consists of a team of 45 employees and 3 managers, to manage all Center functions which include Sales, collection, legal affairs, public relations and others. The main responsibilities as a Center Manager was in setting targets in co-ordination with the regional management and to develop necessary plans to improve and motivate employees to achieve the best results.

### **Jubail Branch Manager 07/2004 – 09/2016**

When I was assigned to run Jubail branch, it was classified as (B) - The classification of branches in the company depends on the size of indebtedness – and after 3 years of being in charge, branch sales was increased by more than 100%, where the average monthly branch sales was 75 cars and it became 160 cars. Branch classification became (A), the monthly branch sales was growing yearly and at the beginning of 2011 the monthly sales of Jubail branch became 200 cars, and the monthly average sales during the years 2013 to 2015 was 250 cars, and the percentage of arrears was the best, compared to all (A) branches in the Kingdom.

I was nominated for the membership of the Guiding Committee which was formed on 1/9/2015 based on the Company's chairman decision, the committee was formed of thirteen members of managers of the company, the committee's tasks were as follows:

- Conceptualization of sales and collection schemes for branches and areas at the company level
- Develop an incentive scheme for branches employees for sales and collection activities
- Setting up a mechanism to control branch expenses
- Developing branches work environment
- Develop recommendations for developing government relations

### **Khurais Branch Manager (Riyadh) 11/2001 – 06/2004**

Khurais branch in Riyadh was one of the company's large branches at that time, and I was assigned to manage the branch which was facing a drop in sales during the last six months. After taking charge of branch management for 4 months, I was able to improve the performance of the branch, and it achieved the best sales award during the last quarter of 2004, and it achieved the best collection results in Riyadh area.

**Olaya Center Sales Manger - 03/2000 - 10/2001**

As a manager of Olaya Center my duties were mainly in controlling and supervising 12 sales representatives, sales coordinators and stock yard supervisor – the yard contains a stock of more than 250 cars. At the end of 2000 Olaya Center sales was reclassified from (B) to (A), where it's sales percentage grew to more than 55% during a period of less than one year, this was achieved by managing retail and fleet sales and developing marketing opportunities to increase the sales.

**King Fahd Road Branch Manger - 09/1998 - 02/2000**

I was assigned to manage King Fahad Road branch in Riyadh since inception, and I achieved over target sales and collection during my work period which lasted to one year and a half.

**Collection Branch Manager (Riyadh) - 03/1997 - 08/1998**

The huge sales of motor vehicles during the years 1993 to 1996 lead to dramatic increase in the amount of arrears in company branches, which led the management to create new specialized branches to collect those arrears in main cities in the Saudi Arabia, where those arrears with a maturity exceeded four months were transferred to those branches. I was assigned to manage the collection branch in Riyadh, and during my work, I was able achieve the best collection target in the Kingdom.

**AL Shifa Branch Manager - 06/1996 - 02/1997**

During my work as a manager of Al Shifa branch in Riyadh – which was rated the second largest branch in Riyadh – I was able to reduce the overdue installments and increased monthly sales by 25%.

### **TOSHIBA Branch Manager (Riyadh) - 04/1991 - 05/1996**

I was assigned to manage the first Toshiba credit sales branch in Riyadh, since Toshiba was one of Abdulatif Jamil Group. During my work in the branch, I achieved the best sales and collection targets in the company.

### **Khurais Credit Officer (Riyadh) - 02/1988 – 03/1991**

Since the start of my work in Khurais branch, I was able to achieve the sales and collection targets.

### **Training Courses:**

▪ **Pullet Proof Manager:** a twelve session training program aims to develop several management skills and strategies (12 month\2001-2002), it's topics were :

- 1- How to Train for Change
- 2- Secrets of High Achievers
- 3- Winning Management Strategies (Best Practice)
- 4- How to Use Positive Words to Make Positive Difference
- 5- How to Create a Customer Service Environment
- 6- How to Conduct More Effective Staff Meetings
- 7- What is The Real Message (Listening/Body Language)
- 8- How to Respond (Not React) to Life (Positive Thinking)
- 9- Team Building (How to Build a Winning Team)
- 10- How to Deal With Conflict
- 11- How to Master the Art of Problem Solving
- 12 -How to Become a Meaningful Specific (Life Plan)

- **Quality assurance rule in achieving company's objectives** (3 days) - 02/2002.
- **Retail sales operation** (3 days) - 05/2002.
- **Superior Customer Service** (2 days) - 04/2003.
- **Managing Performance** (4 days) - 05/2007.
- **Strategic Management** (4days) - 04/2008.
- **Devolution & Empowerment Skills** (3 days) - 07/2008.
- **Effective Sales Manager** (3days) - 09/2008.
- **Effective Supervision** (2days) - 06/2009.
- **Managing Performance** (2 days) - 02/2010.
- **Developing Creativity Skills for Productivity** (2days) - 5/2010.
- **Staff Development** (2days) - 11/2014.
- **Build and lead Teamwork** (2days) – 01/2016.
- **Risk of Small and Medium Establishments Finance-** (5 days) 4/2016.

### **References :**

<b>Name</b>	<b>Position</b>	<b>Contact Number</b>
Isam Abdulkhaliq	Managing Director Advisor - Currently Director of the Eastern Region - Formerly	0504714740
Abdulrahman Alshihri	General Manager AL- Zahid Company - Currently Director of the Eastern and Western Regions - Formerly	0505779093
Khatir Alzahrani	General Manager of the Eastern Region (retired a year ago)	0555922999
Mujali Alamayra	General manager of Fleet sales at Nissan (Petromin) - Currently General Manager of Fleet Sales, Abdul Latif Jameel Company - Formerly	0505465620
Abdulla Bamusa	General manager of the southern region - Currently General Manager of the Eastern Region - Formerly	0505888140