**Mohamed Saad Abd Elhamed**

**32 Qaramane ST – EL Arish – North Sinai – Egypt**

**(+20) 1000329922**

[**Mgelbana@me.com**](mailto:Mgelbana@me.com)

**Objective**

Particular experience in Strategy and Business development across consulting, Marketing, Operations Management, Supply Chain Management, Fleet Management , Project Manager ,Insurance, Logistics.

**Education**

* Masters Degree in management , Suez Canal university
* Bachelor of Commerce, Suez Canal university
* Vocational Degree of Tourism and Hotels

**Experience**

**Chief Operating Officer at NGO-Confidential**  August 2017 -Present

* Project Manager Public Transport at El Fawakhria Association for social Development.
* Trains and supervises personnel at Altalae Development association.
* Supervise employees or volunteers working on sustainability projects.
* Develop methodologies to assess the viability or success of sustainability initiatives.
* Create and maintain sustainability program documents, such as schedules and budgets.
* Direct sustainability program operations to ensure compliance with environmental or governmental regulations.
* Develop to address issues such as energy use, resource conservation, recycling, pollution reduction, waste elimination, transportation, education, and building design.
* Trains and supervises personnel in Work Place.
* Monitor and evaluate effectiveness of sustainability programs.
* Understand and shape the company’s strategy and mission.
* Develop plans to materialize strategy and analyze business proposals.
* Research competition to identify threats and opportunities.
* Assess the company’s operational and strategic performance.
* Align processes, resources-planning and department goals with overall strategy
* Provide support and insight into significant organizational changes (e.g. shift in strategic focus, mergers and acquisitions).
* Educate senior executives in making effective decisions.
* Construct forecasts and analytical models.
* Monitor and analyze industry trends and market changes.

**Fleet Manager at Multinational Force & Observers**  June 2008 – July 2017

* Proficient in the use of high order SAP processes to SAP level 1, 2, and 3 for specific modules pertaining to vehicle information data bases. (1 – Solution Overview, 2 – Business Process and Function, 3 – Functions and System Configuration)
* Control, modify and create maintenance scheduling strategy pertaining to all fleet equipment, advising and assisting in the updating and continued monitoring of the processes.
* Monitor spending to ensure that expenses are consistent with approved budgets.
* Maintains accurate and timely maintenance management information database in order to assist in analysis of fleet use in order to recommend ways of improving fleet efficiency.
* Assist in monitoring vehicle usage and configurations as well as distribution and replacement by using SAP.
* Prepare administration, monitor transactions and assist in bringing new vehicles into the fleet and purging old ones.
* Assist to prepare all necessary administration for vehicle transactions for the purpose of buying/selling vehicles.
* Controls for Sale equipment held in Compound pending move for disposal. Monitors vehicle condition to ensure serviceability and coordinates any maintenance and servicing required
* Prepare the semi-annual inspection for management efficiency.
* Performs hand receipt functions for Fleet Management office, liaison with PBO to ensure accuracy of Fleet Management holdings.
* Trains and supervises personnel in producing vehicle maintenance Task Lists and Scheduling in SAP.
* Act as drive right maintainer, also training staff in fitment and programming of the Solutions for Vehicle Safety.
* Assist in monitoring vehicle usage and configurations as well as distribution and replacement
* Directs and manages the Contingent Transport Coordinators (CTC), system to ensure effective transport management throughout the Force, including necessary initial training and ongoing coordination with (CTC), Commanders and Coordinators.
* Manages fleet usage against objectives to ensure balanced usage through in-service life of specific fleets and model years. Conducts usage surveys and evaluations and recommends vehicle rotation to ensure balanced usage.

**Operation Manager** **Rama Motors**  February 2006-Jun2008

* Follow up on the reports of sales coordinators including daily performance report, CIL and monthly reports.
* Directs and manages 8 showroom & 65 personnel different positions.
* Attend meetings to ensure the department’s effective partnering with other company departments.
* Ensuring that all operations are manufactured in a correct, cost effective and timely manner in alignment with specifications and quality requirements.
* Responsible for real estate market research and analysis.
* Improving operational management systems, processes and best practices that guarantee organizational well-being.
* Chalking out or improve operational systems, processes and best practices that guarantee organizational well-being purchase materials, plan inventory.
* Contribute towards the achievement of company’s strategic and operational objectives

**Drive Right Supervisor at Multinational Force & Observers**  February 2002 – February 2006

(**Solutions for Vehicle Safety & Management**)

* Track driver performance & Compare drivers and vehicles.
* Retrieve vehicle info wireless actively oversee driver safety.
* Set safety limits for speed, acceleration and deceleration.
* Improve driver performance with both short-term and long-term feedback.
* Reduce accidents, encourage seat belt and headlight use. Reduce wear and tear on the vehicle.
* Discourage jackrabbit starts, speeding and hard braking.
* Log engine performance and troubleshoot engine repairs.
* Track unauthorized out-of-area, night or weekend driving. Keep costs down.
* Low initial capital outlay, no ongoing fees.
* Add to the system as fleet grows &product knowledge.
* Monitors driving and engine performance- Automatically records driving.
* Proficient in the use of high order SAP
* Conduct investigations in cooperation with government agencies to determine causes of transportation accidents, coordinate cleanup activities, or improve safety procedures.

**Warehouse Manager at Multinational Force & Observers** February 1999- February 2002

* Listen to and understand information and ideas presented through spoken words and sentences.
* Proficient in the use of high order SAP processes to SAP Logistics
* Read and understand information and ideas presented in writing.
* Proficient in the use of high order SAP processes to SAP level 1,2,3 for specific modules pertaining to vehicle information data bases. (Level 1 – Solution Overview, Level 2 – Business Process and Function, Level 3 – Functions and System Configuration)
* Communicate information and ideas in writing so others will understand.
* Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
* Communicate information and ideas in speaking so others will understand.
* Managing one's own time and the time of others
* Understanding written sentences and paragraphs in work related documents
* Considering the relative costs and benefits of potential actions to choose the most appropriate one
* Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Part Manager at Multinational Force & Observers** March 1997– February 1999

* Receiving and Transport of the material to customers.
* Prepares requests for spare parts.
* Proficient in the use of high order SAP processes to SAP level 1,2,3 for specific modules pertaining to vehicle information data bases.
* Maintains records of control, receipt, storage, transfer, replacement and issue of vehicle repair parts.
* Issue to workshop staff on request and parts to work order
* Forecast goals and objectives for the department and strive to meet them.
* Strive for harmony and teamwork with all other departments.
* Work with the Service Manager to ensure a timely turnaround of parts needed for internal jobs.
* Prepare and administer an annual operating budget for the parts department.
* Understand, keep abreast of, and comply with federal, state, and local regulations that may affect parts sales.

**Storekeeper at Multinational Force & Observers**  Feb 1995-March 1997

* Schedule the activities of all parts department employees.
* Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
* Receive, open, unpack and issue sales floor merchandise.
* . Issue to workshop staff on request and parts to work order
* Forecast goals and objectives for the department and strive to meet them.
* Strive for harmony and teamwork with all other departments.
* Proficient in the use of high order data bases.

**Courses**

* CPR-AED-First-Aid-Certification National Health Care2019
* Blood Borne-Pathogens-Certification National Health Care2019
* Osha Safety Transport 396 Udemy 2018
* Six Sigma Udemy 2018
* Unit driver trainer Fav | MFO Peacekeeper 2015
* Sap Material Management MM | MFO Peacekeeper 2012
* Sap Plant Maintenance PM | MFO Peacekeeper 2012
* Secret of Success Diploma | Canadian Training Center December 2011
* Strategic planning-Sales marketing | Canadian Training Center December 2011
* International Computer Driving License | serial number EGY000295826 2011
* Armored &Fav Vehicles trainer | MFO Peacekeeper 2009
* Marketing Loans | Piraeus Bank Egypt & Insurance | Allianz Egypt 2007
* Step by Step, Cairo & Alexandria Stock Exchanges 2006
* Unit driver trainer | MFO Peacekeeper 2006
* Sap Arabia Education U.A.E(PLM310) &(PLM300)March 2005
* Car Log System & Drive Right system | MFO Peacekeeper 2002
* Tourism planning & Tourism Marketing|40 HR [Hotel The EgothOberoi,](https://www.google.com.eg/url?sa=t&rct=j&q=&esrc=s&source=web&cd=5&cad=rja&uact=8&ved=0ahUKEwidr9fL987JAhUGbRQKHX8GDUAQFgg-MAQ&url=http%3A%2F%2Fdestinia.co.uk%2Fh%2Fh51625-hotel-the-egoth-oberoi&usg=AFQjCNG05-m7mtNT-Lbp47gqv1yR_kVQVw&sig2=JyQiL1YQUjkETNDs-giX4w) 1994

**Skills**

* Team work – Decision making– Meeting deadlines
* Health & safety knowledge - Product/market knowledge- Cash handling
* Organization- Working and coping under pressure- Time management
* Customer service & customer care skills- Financial awareness/numeracy
* Communication skills both verbal & listening
* Supervision and training of new staff.

**Computer skills**

* Microsoft Office ((Word, Excel, PowerPoint)).
* SAP (System, Application & Products)MM&PM modules.
* Web and Social Skills, Graphic and Writing Skills, Ability to learn computer software easily

**Language**

* Arabic Native Speaker – English Excellent – Spinach Good-French Fair