

Hashim Nizar Alsayed

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- Resident of:** Jeddah
- Language:** Arabic & English

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OBJECTIVE:

To work in a challenging position where I can utilize my skills and abilities and to achieve my goals and to improve the organization that I will be part of.

Responsible for leading the development and execution of the Company's long-term strategy with a view to creating shareholder value. My leadership role also entails being ultimately responsible for all day-to-day management decisions and for implementing the Company's long and short-term plans.

EDUCATION:

- High School from Altaeah Secondary School – Taif (2007 – 2008) with an Excellent grade.
- English course from Montréal University - Canada (2013)
- English course from (ILS) institution – Vancouver – Canada (2013)



COMPETENCES:

Technical Skills:

- MS Office (Excel, Word, PPT)
- Social Networks

Organizational Skills:

- Leadership
- Teamwork
- Target Oriented
- Excellent Communication Skills

EXPERIENCE:

Supporter LTD

- Projects Marketing Department (2010-2012).

- Formulating and successfully implementing company policy;
- directing strategy towards the profitable growth and operation of the company;
- developing strategic operating plans that reflect the longer-term objectives and priorities established by the board;
- maintaining an ongoing dialogue with all concerns;
- putting in place adequate operational and marketing planning and financial control systems;
- ensuring that the operating objectives and standards of performance are not only understood but owned by the management and other employees;
- closely monitoring the operating and financial results against plans and budgets;



- taking remedial action where necessary and informing the board of significant changes;
- maintaining the marketing performance of the company;
- monitoring the actions of the functional board directors;
- assuming full accountability to the board for all company marketing operations;
- representing the company to major customers and professional associations;
- building and maintaining an effective executive team.



Zain Group

- **Customers service (2014-2015).**
- **Employee of the Year 2014 Award.**
- **Acting Supervisor**
- **Zain Platinum Members incharge**
- To develop the business potential as planned by the company
- Supervision of the project's development in close cooperation with the managers, in order to optimize its functionality and future operation.
- Design of future operational strategy along with the team.

Saudi Ground Services



- **Customers service (2015-2016).**
- Actively builds awareness of the Brand to guests.
- Provides and ensures high-quality guest relations. Receives and resolves guest complaints in a manner consistent with company policy. Makes Manager on Duty aware of any guest complaints.
- Maintains the desired levels of quality assurance ratings, including guest comment cards, accounting audit and inspection scores.
- Confers and cooperates with other departments as needed to ensure coordination of activities.
- Ensures Inn compliance of all company policies and procedures.
- Adheres to all safety procedures and informs management of any unsafe conditions.
- Manage functions.



Moro Global Hospitality Management (2016 -2017)

Development Manager

- Direct, coach, and support rental officers to reach their targets
- Set and implement policies for internal controls
- Preserve and safeguard the team and company
- Budget and control expenses
- Plan of capital expenditures
- Use economic and reliable vendors
- Maintain and enhance of the value of the property
- Manage Tenants relations
- Improve the efficiency and productivity of the team
- Identify areas of problems in service; propose and implement changes
- Identify areas for additional income
- Solicit opportunities for management and leasing to meet set targets.

Saudi Arabian Airlines



- **Legal Department (2017-2019).**
- **Contracts Coordinator**
- **Contracts Editor**
- **Brands Registration Responsible worldwide**
- **International Legal Coordinator**
- **Saudi Airlines Staff Business Trip Organizer**
- **Assistant for Legal Advisors in the Court Cases**
- **Representative of the Saudi Airlines in the Kingdom Courts**
- **Executive Secretary for the Vice President of the Legal department**
- **Acting Section Manager in the CIO Office**

Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.

- Manage and increase the effectiveness and efficiency of the legal department and Support Services (HR, IT and Finance), through improvements to each function

as well as coordination and communication between support and business functions.

- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall legal management, planning, systems and controls.
- Management of agencies and contracts in coordination with the Executive Director.
- Development of individual program budgets for the department
- Organization of fiscal documents.
- Regular meetings with Executive Director around fiscal planning.

Supporter LTD (2019 to date)



General Manager

- Planning, Directing, Coordinating & Budgeting for single Facility or several projects, includes hiring personnel.
- Manage Procurement and Maintenance, Leading and managing the Engineering Team process for Middle East and Africa.
- Establish and Administer Policies & Procedures for all company activities & events with other Departments and External Clients (May include Government Authorities and Industry Leaders)
- Ensure that the Facilities will meet needs of multiple individual projects and coordinate with staff for technological needs.
- Supervise Facility usage, operations, equipment maintenance, etc..
- Prepare & maintain annual budget for building use and facility maintenance, maintain usage records & invoice clients accordingly.
- Active member of the S&OP monthly meeting.

Cooperation with sales associates to maintain forecast in order to reach the best accuracy possible.