

# DAWOOD ALJAMAZ

## CONTACT

- +966 59 965 2000
- Dawood848@gmail.com
- Eastern Province, Saudi Arabia

## SKILLS

- Expert at Sabre system, PH system, Liaison system, SAP & SITA ADS system And Microsoft Office
- Report writing.
- Safety checks.
- Communication skills.
- Problem Solving.

## EDUCATION

### Environmental Management

#### Brentwood College

Diploma - 2020

### Project Management

#### IBMI

Diploma - 2018

## CERTIFICATIONS

- ISO 9001:2015 Quality Management System Auditor (Udmy Course)
- Fire Safety ASTC.
- First Aid and CPR.
- AVSEC Awareness SE0.
- Dangerous Goods Cat09 IATA 1.5.A.

## LANGUAGES

- Arabic 
- English 

## PROFESSIONAL SUMMARY

Highly efficient Manager with more than Eleven years of experience. Cultivates a company culture in which staff members feel comfortable voicing questions and concerns as well as contributing new ideas that drive company growth. Organized and diligent with excellent written, oral, and interpersonal communication skills.

## WORK EXPERIENCE

### B2B Lead Manager

Munjz Property Management Services | Saudi Arabia **2021 - Current**

- Identify new business opportunities including new markets.
- Attracting leads and making marketing calls.
- Communicate with customers directly and online.
- Understand customer needs and select appropriate products and services.
- Clearly define goals and define actions for development and business improvement.

### General Services Superintendent

Dormakaba | Eastern Province , Saudi Arabia / Bahrain **2018 -2021**

- Administration Experience - Includes Using SAP System, Service MAX, Generating Quotations, Work Orders, Proposals, Order Confirmations, Deliveries, Invoices, Contract Agreements, Scheduling crew for CM Corrective maintenance, PPM - Preventive Maintenance, Audits Revenue reports generating.
- Supervises, Coordinate, Maintain & Provides technical support to the Area Field Technicians.

### Passenger Service Supervisor

Swissport | Dammam , Saudi Arabia **2016 - 2018**

- Completing daily reports, Comply with air carrier's security procedures and specifications
- Manage staff and delegate duties, ensure staff is friendly, attentive and able to respond to customers' questions
- Proactively seek a solution to operational problems, Communicate with air carrier for specific direction during delay.

### Team Leader - Fire and Safety Department

Al Tuwairqi Holding Company | Dammam, Saudi Arabia **2007 - 2011**

- Provide support to the project by maintaining a visible presence to the field performing site visits to the entire project at least once per shift, if possible, coordinate with the project manager.
- Assist in the coaching, mentoring and implementation of the HS&E programs in the field.
- Regularly review and be familiar with all applicable legislation and applicable standards, to ensure compliance.