

# Curriculum Vitae

## Majed Karanouh

Phone; 00961 76072914

Email: [mkfk64@hotmail.com](mailto:mkfk64@hotmail.com)



Lebanese citizenship.

Valid and transferable Qatari work permit.

### ***Career Objective***

To evolve, achieve and surpass myself fully within a dynamic organization where I can play an important role and make a significant contribution towards objectives.

### ***Education***

1987                      University of Dallas  
MBA Finance  
Irving, Texas USA

1986                      European University  
MBA  
Antwerp, Belgium

1985                      European University  
BBA  
Antwerp, Belgium

1982                      E.E.C. College  
High school Diploma  
Antwerp, Belgium

### **Work Experience:**

**2018-09/2023            Commercial Manager** (Saudi Arabia) At Aldakeel Holding : A Hospitality and Contradicting Company.

- *Prepared all documents for tenders*
- *Worked with clients regarding collection*
- *Managed all contracts changes*
- *Monitoring suppliers/subcontractors performances*
- *Worked closely with the finance department and the purchasing department.*

**2015-2017                      Commercial Manager (Doha, Qatar) At Elegancia : A Hospitality & Facility Management Company (sister company to Urbacon Trading & Contracting Company (UCC).**

- ***Monitor the commercial processes for all contracts and insure that all commercial obligations required contractually are maintained.***
- Preparation of all Tenders / proposals.
- Working with finance department on invoicing and collection issues, making sure all invoicing and collection is done in a timely manner.
- Review & improve existing proposal forms including: presentations, general conditions, commercial materials and monthly submission of reports.
- Work with IT & finance to automate monthly statements
- Responsible for monthly compilation of invoices & contract cost monitoring.
- Responsible for ensuring proper supporting documents & reports are included in the monthly invoice.
- Liaise with the company's clients to ensure their formal approvals are received in a timely manner including all variations and cost plus items.
- Created a SOP for all key processes in the proposal assembly and billing procedure
- Develop (KPI's) and operational indices to be used as a management tool by the key business in the company.
- Review accommodation, meal & overtime policies and recommend alternatives to reduce costs.
- Liaise with all concerned parties /staff to ensure systems are understood by applicable staff.
- Prepare periodical and once required reports about commercial aspects (contracts, sales service & progress, etc.)
- Review and take ownership of all third party contracts.
- Recruitment, training and managing 14 employees within the commercial, accounts payable and collection staff under my supervision.

**2012-2015  
applicator) .**

**Commercial Manager (Doha, Qatar) IKK Group (water proofing**

- Overlooked the monthly billing and reception of payment certificates and negotiated quantity deviations with site engineers
- Lead the pre and post construction commercial and risk management processes
- Manages daily site progress requirements and inspection/monitoring/trouble shooting construction matters arising from concerns with both temporary and permanent workers and the early resolution of disagreements Responsible for the financial reporting on all on hand projects, as many as 40 major projects at a time with a value over 100,000,000 QR
- Managing a team of twelve Quantity surveyors.
- Managing the supply chain of projects
- Coordinating the amount of Quantity surveyors to be distributed on projects/discrepancies/differences.

- Proven experience in working with different nationalities and cultures and develops and maintains excellent communications with all team members.
- Coordinates set up, maintenance and assignment of contracts, as well as providing direction to subcontractors and key staff.

**2010-2012      *Business Process Manager (Jeddah, K.S.A)*      **Kabbani Construction Group****

- Played a major role in the planning team of KCG, working collaboratively with various business owners and business groups in designing, analyzing current processes and workflows in order to enhance, and optimize them, by implementing the new designs.
- Played a major role in assisting senior management evaluate process efficiency and functionality, and recommends improvement and change options for the short term and long term.

**2009- 2010      *HR Manager (Jeddah, K.S.A)* **Precast Manufacturing CO. (PREMCO)****

- Advertised staff vacancies, assessed applications, interviewed applicants, and gave selection tests.
- Maintained the personal records of employees on matters such as wages, leaves and training.
- Advised employees on work matters, career development, personal problems and industrial matters.
- Determined staffing numbers, skills and needs to meet the organization's objectives.

**2008-2009      *Logistics Manager***

- Managed logistics for the KAUST project
- Scheduled and planned the production and delivery of precast panels, floors, beams and all needed items to be installed for a total of 1500 villas and buildings.
- Organized stock yards at the factory and onsite.
- Dealt with subcontractors on site in order to guarantee the timely flow of precast.

**2003- 2007      *Division Manager (Dallas, Texas)* **Intermandeco Inc. (Land developing Company)****

- Developed an average of 3,500 finished lots per year, and yielded very high profits as expected.
- Set quotas and guidelines for sales, construction, customer service, purchasing, and design center.
- Was responsible for legal matters, marketing, research division, and human resource.
- Responsible for all the bids and acquisitions on raw land.
- Coordinated with different experts such as soil, environmental, landscape and civil engineers in the design of structure plans.
- Structures included subdivisions, manufacturing plants and golf courses.

- Aware of all regulations, permits and bonding issues that ensured all proposals are approved by the local government.
- Was main construction manager overseeing the entire project from ground breaking to finished product on large projects.
- Responsible for delivering a quality product on time and within budget.
- Managed and worked on residential land development projects, supervised staff, resolved project designs issue, client communication and prepared scope and fee proposals.
- Responsible for providing direct supervision to the design team members which included project engineers, designers and landscape architects.
- Provided team with leadership and directed their work in residential, commercial and industrial development design projects which included site grading and layout, storm drainage and storm water management, utilities such as water, electric, gas, phone and internet.
- Made sure the sales/closings on the finished lots were done in a timely manner.

**1998-2003**

***Operations Manager (Dallas, Texas) Mraymark Homes.***

- Responsible for sales, construction, customer service, purchasing, design center, legal matters, marketing, research division, and human resource.
- Organized and programmed budgets in collaboration with the ED and Program Direct, and other misc. tasks.
- Improved the operational systems, processes and policies in support of organization's mission. Specifically, supported better management reporting, information flow and management, business process and organizational planning.
- Managed and increased the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Ensured that Accounting Department requests are resolved and communicated in a timely manner to internal and external parties.
- Developed long-range forecasts and maintained long-range financial plans.
- Developed, maintained and monitored all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommended and implemented improvements to systems.
- Played a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversaw overall financial management, planning, systems and controls.
- Managed agency budget in coordination with the Executive Director.
- Development of individual program budgets.
- Invoicing to funding sources, including calculation of completed units of service.
- Held regular meetings with the Executive Director around fiscal planning.

- Provided consulting services on matters related to fundraising, tax and insurance questions, and business structure and growth.
- Contributed to short and long-term organizational planning and strategy as a member of the management team
- Supervised and coached office manager on a weekly basis.
- Served as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.

**1992-1998**

***Division Manager (Dallas, Texas) Marymark Homes.***

- Responsible for the complete operation of the division, which at any given time averaged around 10 subdivisions in different areas; some responsibilities included market research, developing new designs, budgeting, sales quotas, profit reports, EPA (Environmental Protection Agency) reports, forecasting and hiring new employees.
- Managed, planned, directed and administered policies and goals for a regional office regarding profitability, performance, work competency and growth.
- Represented the company in new business opportunities through contacts with parties who are a critical part of new project possibilities. Secured follow-up work with existing clients based on performance.
- Provided divisions with sufficient estimating capabilities and proper direction. Oversaw the preparation of all bids, estimates and budgets.
- Developed revenue and profit projections. Reviewed, recommended and monitored annual and long term budgets to ensure adherence to expense control and achievement of revenue projections.
- Managed and directed day-to-day activities of division staff in line with established policies, practices and procedures.
- Assisted directly in establishing long and short term planning of objectives for regional office.
- Effectively managed overall planning and implementation of division projects.
- Provided division with appropriate staff, resources, and direction required to fulfill business development, financial, estimating, and operational goals.
- Oversaw performance of design and construction phase of contract commitments to ensure profitability and timely execution of work.
- Maintained close contact with owner and architect during all phases of negotiated contracts.
- Planned, organized, directed and controlled all engineering operations, personnel, budgets and policies for the office.

**1990 -1992**

***Construction Manager (Dallas, Texas) Marymark Homes.***

- Supervised, scheduled and inspected construction of over 750 units/ year.
- Dealt with city officials, engineers, architects, home buyers and subcontractors.

- Scheduled the project in logical steps and budget time required to meet deadlines.
- Determined labor requirements and dispatched workers to construction sites.
- Inspected and reviewed projects to monitor compliance with building and safety codes, and other regulations.
- Interpreted and explained plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Prepared contracts and negotiated revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Obtained all necessary permits and licenses.
- Directed and supervised workers.
- Studied job specifications to determine appropriate construction methods.
- Selected, contracted, and oversaw workers who completed specific pieces of the project, such as painting or plumbing.
- Requisitioned supplies and materials to complete construction projects.
- Prepared and submitted budget estimates and progress and cost tracking reports.
- Developed and implemented quality control programs.
- Took action to deal with the results of delays, bad weather, or emergencies at construction site.
- Conferred with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
- Planned, organized, and directed activities concerned with the construction and maintenance of structures, facilities, and systems.
- Investigated damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Evaluated construction methods and determined cost-effectiveness of plans, using computers.

**1989-1990**

***Customer service manager (Dallas, Texas) Marymark Homes.***

- Managed a team of six representatives and responsible for over 500 home owner accounts.
- Worked with management and construction crews at improving our product in order to minimize service calls to the company.

**1988-1989**

***Customer service representative (Dallas, Texas) Marymark Homes.***

- Handled home owners concerns in a timely manner.
- Scheduled repairs with subcontractors.
- Ensured repairs were completed at no cost to the company.

### **Core Capabilities / Skills**

- Leadership skills , employee management and training skills
- Strong negotiator
- Motivator and team builder

- Department management knowledge
- Ability to communicate decisions and manage conflicting situations
- Ability to take quick decisions

**Spoken Languages**

- English, Arabic Fluently
- Good verbal and understanding Dutch & French