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| **Moh'd Ibrahim Salim AL- Balawi** **P.O. Box 116957, Dubai, UAE** **UAE : +971-55-9327446** **Jordan: +962-799326810**  [**balawi55@yahoo.com**](mailto:%20balawi55@yahoo.com) **Skype: mohammed.al.balawi** |

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# **My Vision:**

I’m a very keen person when it comes to my job description; I perform duties with all my potential and assure everything will go well. My objective is to obtain an esteemed job where it enables me to prove my skills, creation & myself. I offer a helping hand to everyone when needed because I believe that everything will be accomplished whilst working as a team. My objective is mainly to be part of strategic managerial profile in a dynamic foundation to contribute the qualifications and skills in driving tangible foundation objective and build up on my mutual growth path.

**Summary of Qualification:**

* Good verbal, written and interpersonal skills; relate easily at all levels of decision-making process.
* Work well as individual producer or team member in the successful achievement of all tasks assigned.
* High aptitude for producing reports and presentations.
* Adapt easily to new concepts and responsibilities.
* People management experience.

**Academic Background:**

# **Diploma in Hotel & Restaurant Management/ America**

* **Diploma in Accounting Accuracy & Revision.**

* **General Commercial Secondary Certificate**.

**Professional Career**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Title*** | ***Field*** | ***Company*** | ***Description*** | ***Period*** |
| **Exec. Housekeeper** | **Room Division** | **Emirates Grand Hotel, (Old Angasna)** | **Dubai, Sheikh Zayed Road** | **01-10-2010 to 28-02-2011** |
| **Angsana Hotel & Suites, managed by Banyan Tree** | **Pre-Opening Managing 796 rooms 2 towers** | **20-4-08 to 30-09-2010** |
| **Malongo Hotel managed by Compass Group** | **Pre-Opening 1854 rooms Angola- W.Africa** | **01/09/2004 to 28-06-07** |
| **Malongo Hotel managed by Abela Group** | **9/07/1997 - 30/08/2004** |
| **Geneva Hotel** | **Pre-Opening - 420 rooms -Amman, Jordan** | **07/09/1996 to 30/05/1997** |
| **Dead Sea Spa Hotel** | **Pre-Opening-358 rooms -Amman, Jordan** | **01/10/1993 – 30/9/1996** |
| **Holiday International Hotel** | **282 rooms. Aqaba – Jordan** | **03/03/1993 – 30/9/1993** |
| **Al- Huda Establishment for Maintenance and Cleaning** | **Hospitals Projects Maintaining and cleaning in general). Jordan** | **01-06-1991 to 18-02-1993** |
| **Restaurants Manager** | **F&B** | **Ramada International** | **Tourist Restaurants Co** | **01-02-1980 to 30-09-1990** |
| **Public Relations and Marketing Manager** | **Sales & Marketing** | **Ramada Renaissance** | **Qatar** | **31-03-1982 to 09-11-1986** |
| **Act. Public Relations Manager** |
| **G. Relation Manager** |
| **Assistant Sales Manager** |
| **Sales Representative** |
| **Duty Manager** |
| **Manager of G. Relations** | **Front Office** | **19-03-1980 to 31-03-1982** |
| **Night Manager** |
| **Night officer** |
| **Assistant F/O. Manager** |
| **Night Auditor** |
| **Night Reception** |
| **Casher** |
| **Receptionist** |
| **Accountant** | **Accounting** | **Jasim Bin Moh'd Bin Jasim II** | **02-07-76 to 28-06-1979** |
| **Jordan Converting & printing Co.** | **Jordan** | **22-01-76 to 30-06-1976** |

**Appreciation and Experience Certificate:**

1. Appreciation certificate from the National Union of Handball - Qatar -1984.
2. Appreciation certificate from the National Union of Handball - Qatar -1985.
3. Appreciation certificate from the Asian Football Union – Malaysia – 1985.
4. Appreciation certificate of good organization of Jordanian peace conference which was held in

The Dead Sea Spa. Hotel – Jordan – 1994.

1. General experience in exhibitions organization.
2. Experience and participation in the Middle East Rally (Local x Int'l Rally).
3. Experience in marketing in American Ramada Hotels Group in the Arabian Gulf on both private

and national levels.

1. Marketing experience and organizing all concerts in hotels.
2. Experience in floor care products, Matting, Chemicals and Hand goods 3m France.
3. Training of vision and values, food safety, and safety training.

**Membership:**

Member of the high committee of tourist development in Qatar which was issued by the decision of the prince of Qatar NO. 5 in 14/02/1990.

**Languages:**

* Arabic (Mother Tongue).
* English.
* Protégés

**Skills in ­using machines:**

All the Equipments of Typewriters, Faxes, Computers and Telephone Exchanges.

**SOFTWARE & TOOLS:**

* IAL (PMS)
* MS-Word, MS-PowerPoint, MS-Excel, MS- Outlook
* Micros
* Opera 4.0 (PMS)
* Critics (PMS)
* Hotel Link (PMS)

**References:**

1. **Mr.** **Weal All am – Egypt now.**

Revenue Director,

Angsana Hotel & Suites,

Dubai, U.A.E

+20182883785

1. **Mr. Kamel Al-Ajami**

Area General Manager,

Hilton Hotel – El Ghardakka - Egypt - Now

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