

# HANI QAMAJAT

Management Level Specialist – Logistics & Transportation

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## Career Synopsis

- A highly accomplished **Management Level professional** with an impressive record of over **26 years providing leadership in Logistics, Transport Management, Accommodation, Facilities Management, Operations, Finance, Staff Management & Leadership**. Distinguished career reflects success in managing Logistic and Transportation functions, while providing strategic and operational expertise that lead to drive business efficiency, continuous process improvement and cost savings.
- Well-networked and highly successful** in managing and handling high profile global clients, leading teams and operations, and expanding business globally. Expert at developing, managing, training, and motivating large teams and entire departments. Served as the decision-maker for all logistics and transportation decisions.
- Exceptional speaker (**Arabic & English**) with a consultative style, strong negotiation skills, exceptional problem-solving abilities and a keen client needs assessment aptitude. Natural ability to remain flexible in an environment replete to change, frequent challenges and tight deadlines.

## Career Objective

Seeking a **Management role in Logistic, Transportation or Accommodation Management** with a well-respected, dynamic and developing company that will utilize my technical competency and specialized work experience and allow me to thrive and deliver unrivalled results

## Career Snapshot

- 2009 – Present **HEAD OF DEPT. LOGISTIC & TRANSPORTATION**  
2008 - 2009 **OFFICER – ACCOM. & TRANSPORT**  
2006 - 2008 **ACCOMMODATION INCHARGE**  
**JC Maclean International FZCO, Dubai – UAE**
- 2004 – 2005 **HR OFFICER**  
**Al Aqaryia TV, Dubai – UAE**
- 1995 – 2004 **AMINISTRATIVE SUPERVISOR**  
**Al Muhairy Gen. Cont. Co, Abu Dhabi - UAE**

## Key Competencies

- Logistic Operations
- Procurement Strategies
- Project Management
- Staff Accommodation
- Transportation Management
- Client Relationship Management
- Strategic Planning & Execution
- Business Development
- Negotiation & Closing Strategies
- Key Account Management
- Team Player/Leadership
- Market Analysis & Planning

## Education

**BACHELOR DEGREE OF ECONOMICS**  
**IRBID, JORDAN**  
**1994**

## Personal Information

**Nationality**  
Jordanian

**Marital Status**  
Married

**Visa Status**  
Residence Visa

**Languages**  
English & Arabic

**Driving License**  
Valid UAE Driving License

**Reference**  
Available Upon Request

## IT Expertise

**Microsoft Office Applications**  
(Word, Excel, PowerPoint, Outlook)

**Email, Internet &  
Other Computer-based Programs**

# Job Highlights

**HEAD OF DEPARTMENT - LOGISTICS & TRANSPORTATION**  
**JC Maclean International FZCO, Dubai - UAE**

**2006 - Present**

## **Logistic Management:**

- Establishing, reviewing, developing and implementing effective policies, procedures and protocols to streamline internal processes, maximize the operational efficiency, increase productivity and ensure smooth operations across the organization.
- Spearheading the entire shipping, logistics, warehousing and distribution and customs clearance activities.
- Maintaining oversight of the day-to-day shipping and distribution operations to ensure timely delivery of shipment from origin to multiple locations.
- Demonstrating strong leadership in Inventory Management with proven expertise in planning and stock management.
- Directing and overseeing inventory control processes by monitoring stock on hand, stock aging and stock reconciliation to ensure sufficient inventory levels and meet customer demands while minimizing losses and inefficiencies.
- Providing financial advice and strategic inputs in developing budgets, cost reports, KPIs, plans and cost reduction strategies that will achieve the financial objectives and goals of the company.
- Staying abreast with the latest developments and changes in company's standard operating procedures, policies and processes to ensure that Logistic operations are performed consistently to maintain work of excellence.
- Conducting business review meetings and preparing accurate reports with key stakeholders to evaluate risks, study future strategies, as well as discover potential cost savings.
- Preparing the annual inventory of all company accounts; checking and scoring bank statements, all past and pending entries; verifying and scoring suppliers' balances and inventory checks.

## **Transportation Management:**

- Organizing and managing the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
- Planning and supervising the Transportation department and managing the daily/weekly activities for company staff.
- Coordinating with drivers, to ensure proper storage and distribution of products.
- Monitoring and reporting on transportation costs, Salik, Fuel, Registration renewal, Insurance, Fines, Rental vehicles, etc. Research and suggest cost-effective shipping methods for the company.
- Reporting maintenance and repair needs for transportation vehicles and equipment. Keep organized records of vehicles, schedules and completed orders.
- Promoting safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members.

## **Accommodation Management:**

- Performing the accommodation plan and rooms inventory; allocated and ensured the comfort of new arrivals to their designated rooms for staff/Labours.
- Inspecting areas and ensured that all aspects of the accommodation are met and maintain hygiene, health and safety regulations.
- Overseeing the management of company accommodations including repairs, deep cleaning, room allocation, exit clearances, and room inspections.
- Ensuring that the highest standards of cleanliness and hygiene are maintained and implemented while making sure that the entire operations fully adhere with health and safety regulations.
- Enforcing the protection and security of all individuals including employees and visitors by enforcing security and various safety programs and improvements.
- Managing the work activities of cleaners and office boys by assigning their duties for conformance to prescribed standards of cleanliness.

## **Facilities Management:**

- Leading the facilities management department including the maintenance unit, contracts, management, costing, etc.
- Managing all annual expenditures, creating and oversee the budget.
- Choose the best subcontractors, negotiated effectively and agreed the contacts and winsome rate.

## **Operations:**

- Creating/implementing effective business and marketing plans, budgets and proposals, monitoring competitor activity and producing management reports.
- Responsible to follow up with the lawyers for legal cases and communicator between CEO and public relations representative.

## **Team Management:**

- Fostered a safe and convenient workplace for all employees by providing a stimulating and enabling environment that allows them to perform to their maximum potential.
- Conducted effective training and development programmes among co-workers (team) to reinforce a learning culture throughout the organization.