

Mazen Alboushi



Mazen MHD ALI AL-Boushi

Dubai – UAE

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Throughout my career, I have held various positions and responsibilities, including roles in purchase, sales, marketing, operations, and business development. I have excelled in these roles by providing innovative solutions, negotiating effectively, and managing multiple tasks with a high degree of attention to detail.

I hold a Bachelor of Management & Economics and have extensive experience in computer hardware and home appliances, as well as finance. I am proud of the accomplishments I have made throughout my career and believe that I would be an asset to your organization.

I am a versatile, productive, and goal-oriented individual, and excel in high-pressure situations. I am confident that my integrity and team-oriented approach would be valued by your organization.

I would appreciate the opportunity to discuss how my skills and experience align with your needs further. Thank you for your time and consideration.

Thank you so much for your valuable time.

Sincerely,

MAZEN ALBOUSHI

Mazen

Objective

"To secure a challenging role in a dynamic organization where I can utilize my skills and experience to contribute to the growth and success of the company while continuously developing my professional abilities."

Experience:

Feb. 2010 till Now

M.E.S. FZCO
www.mes.ae

Dubai, UAE

Operation Manager

- Ensure the proper implementation of the policies, systems & procedures relating to the logistics department.
- Follows the enforcement of Human Resources Policies & Personnel procedures, ensure that personnel records and procedures are properly processed & Manages personnel administration - contracts, attendance, medical and welfare facilities, safety at work, employee performance indices etc. As per JAFZA standards.
- Supervises implementation of time-keeping procedures for logistic/ store division, & identifies vacations, overtime hours, absences for calculating salary changes.
- Ensure all orders' delivery transactions are processed on time and according to approved policies & procedures.
- Following shipments schedule, shipping documents, etc... With suppliers and logistic department.
- To check the arriving stock and tally it physically with the shipping documents.
- To conduct with the logistic manager a random stock taking to ensure that our stock is accurate and as per the system quantity.
- Place Epson & TP-LINK orders as requested by the sales manager and follow up the same with the venders.
- Update the sales manager on the arrival of the shipments.
- Sending the weekly reports to Epson and ensuring the accuracy of the reports.
- Following and controlling all MES Syria business needs and requirements through MES JAFZ Office.
- Undertake other duties & responsibilities as required.
- Practice common duties and responsibilities of supervisory and operational positions.
- Ensure the quality of activities performed by subordinates.



Personal Information:

Mazen MHD ALI ALBOUSHI

Date Of birth: 09 Jan. 1977

Nationality: Syrian

Marital status: Married

Education: Bachelor of Management & Economics –from Damascus University, Year 1999.

Hobbies: Marketing, Reading, Music, Travel, Movies, Sports.

Language & Computer Skills

- **Arabic:** Native speaker.
- **English:** Good Command (Written and Spoken).
- **Computer:** Mastering Microsoft Windows, Microsoft Office & Adobe Applications (Photoshop, Acrobat writer, Illustrator...)
- Excellent experience in Computer Maintenance & Hardware.
- Accounting System: AccPac - Al-Amin – Right-ERP.
- Good Command with most Computers App. & Network

January 2009 - January 2010
Supply Chain Manager

TriView FZCO www.triview.net

Dubai, UAE

TriView FZCO member of MHG Group (www.mhgint.com)

As the Supply Chain Manager of TriView FZCO, my primary duty is to effectively manage the procurement process for our organization. This includes identifying and researching potential suppliers for the items we require, obtaining samples and negotiating with suppliers on quality, specifications, and pricing. Once an agreement is reached, I will place the order and monitor the payment process, ensuring that all issues are resolved in a timely manner. Additionally, I will manage the opening of letters of credit and oversee the production and shipping process, ensuring that all goods are received at our warehouse and cleared through customs and any necessary shipping issues. My role requires strong analytical, communication, and negotiation skills to ensure that all goods received meet the organization's quality and quantity requirements.

As a Supply Chain Manager, I am specifically responsible for overseeing the procurement of a wide range of goods and services for our organization. My responsibilities include:

- Procuring computer items such as PCs, servers, printers, network equipment, and UPS, as well as software.
- Securing home appliances and other items related to the company's operations, such as televisions, air conditioners, washing machines, microwaves, and vacuum cleaners.
- Procuring all electronic components and mechanical parts necessary for our TV factory.
- Managing the procurement of any other general trading items that our company deals with.

February 2006 - January 2009
Commercial Manager

TriView FZCO www.triview.net

Dubai, UAE

As a Commercial Manager I am responsible for overseeing the procurement of goods and services for the organization. This includes identifying and selecting suppliers, negotiating contracts and prices, and ensuring that purchased products meet the organization's quality and quantity requirements. I am responsible for ensuring the timely and efficient procurement of goods for our organization. This includes actively following up on payment issues, managing the opening of letters of credit, and overseeing the production and shipping process. My ultimate goal is to ensure that all goods are received at our warehouse and cleared through customs and any necessary shipping issues. I am specifically responsible for procuring computer items such as PCs, servers, printers, networks, and UPS, as well as home appliances and other general trading items. Additionally, I am also responsible for procuring all components and parts necessary for our TV factory. My role requires strong analytical, communication and negotiation skills to ensure that all goods received meet the organization's quality and quantity requirements.

June 2003 - January 2006

HITCO - Hamsho Information Tech. CO
www.hitco-sy.com

Damascus, Syria

Computer & Server Product Manager

HITCO member of MHG Group (www.mhgint.com)

As the Computer & Server Product, my primary responsibility is to lead and manage a team with the goal of increasing sales and driving business growth in the computer and server industry. My duties include:

- Developing and implementing strategies to increase sales of various computer and server products, including servers, PC systems, computer parts, components, peripherals, parts & accessories.
- Overseeing the entire operations of local and international purchasing, including issuing purchase orders, maintaining direct contact with all local and international suppliers, and ensuring the best prices and deals are obtained.
- Representing the company at major IT exhibitions in Dubai, Germany, Taiwan, Hong Kong, China, Turkey, and Lebanon.
- Handling sales in the Syrian market for computer systems and parts, building and maintaining healthy relationships with customers and forecasting sales.
- Organizing seminars and launching new products to the Syrian market, including media outreach.
- Developing new channels for new products and slow-moving items, designing incentive programs and promotions.
- Coordinating with the sales team to set prices and margins for products.
- Making regular visits to major resellers, providing information and gathering market feedback.
- Identifying and initiating leads for partners and helping to develop the market.
- Providing solutions to various problems facing partners, both in marketing and technical areas, with the support of vendors.
- Managing government projects and bids, identifying the best solutions for computer specifications, and preparing technical and financial offers for tenders.

My role requires strong leadership, analytical, communication, and problem-solving skills. I must be able to think strategically and make data-driven decisions. I will work closely with cross-functional teams such as marketing, logistics, and customer service to ensure that our sales efforts are aligned with the overall goals of the company. Through effective management of my team and leading by example, I am confident in my ability to drive sales and achieve business growth in the computer and server industry.

June 2002 - June 2003

HITCO - Hamsho Information Tech. CO
www.hitco-sy.com

Damascus, Syria

RMA Manager (Return Merchandise Authorization)

My responsibility for overseeing the process of handling customer returns and exchanges. This includes managing the RMA process from start to finish, ensuring that all returns are handled efficiently and effectively. my responsibility to determine the cause of the return, whether it be a product defect or customer error, and making a decision on whether the item should be repaired, replaced or refunded. also communicates with the customer service team, logistics team and suppliers' team to ensure that the returned product is handled properly and reported to the concerned department.

February 1999 - June 2002**Finance Manager**

As the Finance Manager of Taibah, a Syrian company that deals with used car parts, my primary responsibility is to provide and interpret financial information, and to guide the company in making sound financial decisions. My duties include:

- Monitoring and interpreting cash flows and predicting future trends.
- Analyzing changes in the market and advising accordingly.
- Formulating strategic and long-term business plans.
- Researching and reporting on factors that influence business performance.
- Analyzing competitors and market trends.
- Developing financial management mechanisms that minimize financial risk.
- Conducting reviews and evaluations for cost-reduction opportunities.
- Managing the company's financial accounting, monitoring, and reporting systems.
- Developing external relationships with auditors, solicitors, bankers, and statutory organizations such as Inland Revenue.
- Producing accurate financial reports to specific deadlines.
- Managing budgets and arranging new sources of finance for the company's debt facilities.
- Keeping abreast of changes in financial regulations and legislation.
- Supervising staff and working closely with other departments.
- Opening letters of credit and communicating with banks and suppliers to ensure smooth financial transactions.

Career Development – Courses & Training:

- Digital Marketing Certificate – Google Digital Garage
- TRIZ Economy Certificate – Open Learning Taibah University KSA
- Economic Awareness Certificate – Open Learning SEDCO Holding KSA
- Security Service Provider: Portal Training - Dubai Police
- Certified PRIMERGY servers Sales Professional from Fujitsu Siemens – New Horizon Institute - UAE.
- Certified PRIMERGY servers Senior Sales Professional from Fujitsu Siemens – New Horizon Institute- UAE.
- Certified PRIMERGY servers Presales Consultant from Fujitsu Siemens – New Horizon Institute -UAE.
- Certified PRIMERGY servers Senior Presales Consultant from Fujitsu Siemens – New Horizon Institute - UAE.
- Finished the Intermediate English Courses with Oxford Books in Local Institutes.
- Microsoft Windows / Office, in Local Institute in Syria.
- Al-Ameen Accounting System, in Local Institute in Syria.
- Internet and E-Mail Applications, in Local Institute in Syria.
- Computer Maintenance, in Local Institute in Syria.
- Certificate of Participation of Day without Accident campaign – Dubai Police.

Summary and Skills

MAZEN AL-BOUSHI

I hold a Bachelor of Management & Economics from Damascus University, earned in 1999.

Operation Manager – Supply Chain Management –Purchase Manager – Product Manager

Over 24 years of business experience, including 17 years in the UAE and 7 years in Syria.

Communication Skills, Purchase Price Allocation,

Able to Communicate and Lead a Group of People.

I am known for my strong work ethic and ability to work well under pressure, even in high-demand and fast-paced environments.

Proficient in a variety of software and technologies, including Microsoft Windows, Microsoft Office, Adobe Photoshop, Illustrator, and Acrobat Writer

Excellent experience in Computer Maintenance & Hardware.

Good Command with Accounting System: AccPac - Al-Amin – Right ERP...& most Computers App. & Network, and all Applications & Software's related and needed in the business.

Language: Arabic & English.

Date of Birth: 09/01/1977, Married and have 4 kids.

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