

SHAWKI N. BASMA

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CAREER OBJECTIVE

A full time job in the field of an executive management/technical role in a dynamic environment preferably in a growth oriented industrial, commercial business. Key attributes to include strong professional background, wide technical skill, as well as ability to deal with and lead others.

PERSONAL PROFILE

- Self-motivated / hard working professional with strong background in manufacturing of joinery related products.
- Extensive experience and knowledge in international procurement in addition to contract negotiation and bidding.
- Good communication / skilled problem solver in personal supervision and management

EDUCATION

Master of Science, Civil Engineering, 1984, Bradley University – Peoria, Illinois

Bachelor of Science, Civil Engineering, 1982, Bradley University – Peoria, Illinois

PROFESSIONAL EXPERIENCE

I – INDUSTRIAL MATERIAL AND SERVICES, SAUDI ARABIA, 1994 – 2001

A) General Manager, 1997 – 2001

- Turn over \$25 million in annual revenues and generate growth rates in excess of 10% per annum
- Report to vice president of operations on various aspects of business which includes trading, manufacturing and operation
- Provide supervision for key functional managers and oversee the operation of the company with 320 employees under management
- Reassess process efficiency in procurement department on a regular basis so as to eliminate bottlenecks in productive process
- Examine continuously the working methods and challenge the processes so as to develop more productive alternatives to existing practices

B) Operation Manager, 1994 – 1997

- Reported to the general manager with responsibility for the management of all the four plants manufacturing joinery products and wooden pallets.
- Executed business plan under a tight budget with annual turnover of \$12 million and 220 employees
- Managed all aspects of production, including planning scheduling, manufacturing and dispatching
- Controlled raw material purchasing and inventory warehousing
- Provided guidance for human resources management as well as budget estimation and production costing
- Developed/ monitored annual budgets for labor, materials and investments costs in order to meet the ever changing market demands
- Ensured quality standards and customer satisfaction and service
- Maximized labor efficiency so as to meet production targets within tight budget controls
- Informed procurement department of the material requirement required to meet production schedules as it related to usage rates, stock levels and lead times so as to ensure production continuity
- Visited suppliers in Europe, North American and the Far East to evaluate their viability.

II – M.A. BASMA & SONS, SIERRA LEONE, 1990 – 1994

- Structured the import/export deals involving third parties in Europe and Far East
- Negotiated procurement contracts with governmental agencies (\$2 million – \$5 million)

III – ASSOCIATED CONSULTING ENGINEERS (ACE), BAHRAIN, 1985-1990

➤ **Senior Engineer, 1988-1990**

Project: *Infrastructure and residential development for Ministry of Housing*

Budget: \$ 25 million

Responsibilities: Provided technical support and disciplinary interaction to field engineers

➤ **Senior Engineer, 1987-1988**

Project: *Water Pollution Control Center*

Budget: \$ 15 million

Responsibilities: Supervised all aspects of the construction project

➤ **Engineer, 1985-1987**

Project: *Effluent Utilization*

Budget: \$ 3.5 million

Responsibilities: Prepared routing design details, tender documents and coordinated proposed routing with various governmental utilities' agencies

REFERENCES

Upon Request