

Elie Achakar

Shaqab Abela Catering Services Co. W.L.L

P.O. Box 14156

Doha - Qatar

Position: Operations Manager

Employment Record:

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| Name of Company | : Shaqab Abela Catering Services Co. W.L.L |
| Current Assignment | : NFS Pioneer Camp & TCF |
| Position | : Operations Manager |
| From | : February 2023 up to date |

Responsibilities: Directs activities concerned with contracts, responsible for developing, plans, directs, coordinates and assisting managers to attain successful implementation of project and acts as the focal point for coordination between Professional Services of the organization and Operation, by performing the following duties personally or through subordinate supervisors.

- Oversee the planning, execution, and completion of facility management and catering projects.
- Monitor and Review of HSE activities and implementation of HSE procedures.
- Reports directly to the Director of Operations and whenever so required to the general manager for Projects related matters.
- Conduct quality and health and safety inspections and audits in work locations.
- In consultation with the Director of Operations, chalk out a mobilization program and implements mobilization of manpower, plants and site facilities.
- Attends day-to-day execution of the project coordinates with transport, purchasing and administration departments for related Project requirements.
- Coordination and scheduling of HSE training for staff.
- Reviews the quality assurance of projects to ensure all deliveries are being completed.
- Establishes uniform correspondence procedures and style practices.
- Establishes and maintains contact with contractors to ensure the smooth working of the contract awarding process.
- Supervises and coordinates activities of workers engaged in providing meals or accommodations personally or through subordinate managers and supervisors.
- Coordinates work of operation department with other departments to implement fulfillment of contracts.
- Acts as liaison between company and subcontractors.
- Review contract and operation records to ensure completeness, accuracy and timeliness.
- To ensure that the objective of the defined Quality and Food Safety Management System (FSMS) within the division is fulfilled at all times.
- Designs work flows and procedures.



- Training and evaluating HSE officers recently recruited by the company. Identifies and resolves problems in a timely manner, develop alternative solutions, work well in group problem solving situations.
- Pursues training and development opportunities, strives to continuously build knowledge and skills, share expertise with others.
- Training supervisors of the project and operation team on safety, food safety, fire safety and environmental safety.
- Develops workable implementation plans, monitors transition, and evaluates results.
- Matches the responsibility to the person, gives authority to work independently
- Takes responsibility for subordinates' activities; develop subordinates' skills and encourages growth; improves processes, products and services, continually works to improve supervisory skills.
- Follow policies and procedures.
- Able to deal with frequent change, delays or unexpected events.
- Follow instructions, responds to management directions, take responsibility for own actions

Previous Assignment:

Name of Company : Shaqab Abela Catering Services Co. W.L.L
Position : HSE Supervisor
Place of Employment : Qatar, Ras Laffan-SHELL PROJECT
Work Duration : Jan 2021 to Jan 2023

Name of Company : International Forwarders
Services Position : HSE Executive
Place of Employment : Safi, Lebanon
Work Duration : Summer 2003

Duties & Responsibilities:

- SHAQAB (2018): 120 hours internship covering the catering operation and facility management.
- Ritz Carlton (2017): (3) Month's internship covering the catering operation and food & Beverage Division.

Educational Attainment:

- **2017-2021: Universite La Sagesse – Beirut with the Academic Certification of Ecole**

Skills and Achievements:

- PC – Skills (Microsoft: Word, Excel, Power Point, Access)
- HACCP Level 4-International Award in HACCP Management

**Training:**

- HR Company Induction
- HSE Induction
- Manual Handling
- HABC Level 4 Award in Managing Food Safety
- Haccp Level 3
- Confined Space
- ISO 9001 Lead Auditor
- Lock Out Tag Out (LOTO)
- OHSAS 18001:2007 INTERNAL AUDITOR
- BLS & First Aid
- Heat Stress TTT
- EMS .ISO 14001:2004 -EMS ISO 19011
- PAS 99 (Integrated Management System)
- Hydrogen Sulfide (H₂S)/EBA Theory & Practical
- ISO 14001;2015 EMS External Lead Auditor
- ISO 45001;2018 OH&S LEAD AUDITOR

Personal Information:

Gender : Male

Nationality : French

Languages Known : English, French & Arabic

