



## Jamal CHAHBI

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## Administration Director

Administration & Facilities Director with 20+ years of experience in business management. Proven experience and achievements in large industrial & service companies. Versatile profile capable of managing cross-functional projects and various functions within an organization (Facilities, HR, legal, finance, logistics, sales). Effective communicator, customer oriented with the ability to unite and motivate teams around joint projects. Sense of initiative and entrepreneurship, able to pilot new business opportunities and growth projects. Organized and very methodical. Strong ability to adapt to organizational and digital transformations.

### CORE COMPETENCIES

Communication ♦ Relation client ♦ Négociation de contrats ♦ Gestion de projet ♦ Stratégie organisationnelle ♦ Résolution de problèmes ♦ Leadership ♦ Gestion d'équipe ♦ Coaching ♦ Tableau de bord ♦ Optimisation ♦ Management du changement ♦ Organisation ♦ Autonomie

### WORK EXPERIENCES AND ACHIEVEMENTS

#### Administration Director | HASNAOUI GROUP OF COMPANIES - SPA

Dec. 2018 – Dec. 2019, Sidi Bel Abbès.

Managing the Administration of Hasnaoui Group's Holding with 23 subsidiaries, 3500 workers.

- ♦ Restructuring the administration department with a transversal organization allowing better collaboration between teams. 14% reduction of the Administration's operating budget from 205,000 \$ to 175,000 \$.
- ♦ Direct management of Group's assets and administrative files.
  - Regularization and compliance of real estate assets for 13 buildings and industrial projects.
  - 250 administrative interventions to obtain various residence and work permits for 70 foreign workers for all the Group's subsidiaries.
  - Signing 26 contracts for the Group's business sites with a 12% reduction in the annual rental costs.
  - Construction of a new archive center of 500 m2 and increasing the quantity of scanning document by 51%, thus reducing the time remaining to digitize the physical archives from 5 to 2.5 years.
  - Implementation of efficient dashboards for mastering administrative document renewal dates allowing rigorous control of deadlines.
- ♦ Facility management of Groupe buildings in Sidi Bel Abbès, Oran and Algiers (135 employees, 8000 m2 of office space), in a context economic crisis mainly affecting construction companies in 2019.
  - Annual costs optimization of office maintenance by signing contracts group with suppliers, and the reorganization of the half-time cleaning service.
  - Reduction of 15% in cost of company's supplies going from 1,35 M \$ to 1,14 M \$, by reviewing the real needs of the staff and eliminating unnecessary consumption.

- Reorganization of office workspaces for all employees with an optimization of 25% of available areas.
- ◆ Fleet car management of the holding's company with 35 cars. Indirect management of the group's fleet made up of 600 vehicles. Optimization of the group's insurances (Industrial, property & cars) with 29% cost reduction from 720,000 \$ to 510,000 \$. Reduction of group's insurance damages by 70% from 141,000 \$ to 46,000 \$ in 2019.

### **Administration & HR Director | FACILITY MANAGEMENT SERVICE - SARL**

Sep. 2016- Aug. 2018, Oran.

Co-founder and head of the administration of a business services company in the field of Facility Management and consulting. Production of services to 36 regular customers, for a turnover of 45 M DA. Signing of service contracts with major customers: Djezzy, Natixis, Unilever, Knaufl, Hyflux.

- ◆ Administrative procedures for setting up a business (business plan, notarial issues, company status, tax and legal activities). Organization of Shareholders General Assembly.
- ◆ Implementation and managing HR structure. Recruitment service, with hiring of 35 employees. Personnel Administration. Drafting of internal regulations, establishment of employment contracts, keeping of personnel files, job descriptions, organizational charts, relations with social organizations, updating of legal registers. Payroll management. Calculation of charges and providing of social declarations. Career management. Training planning and budgeting.
- ◆ Management of internal and external communication. Creation of professional environment through constructive and motivating communication. Enhancement of the Company's brand image among employees. Individual coaching for staff involvement with the strategy and projects implemented. Creation of the company identity with logo, visual, graphic charter and communication model (background and form). Creation and development of a website for the company's institutional and commercial communication..

### **Facility Manager | OPTIMUM TELECOM ALGERIA – SPA (DJEZZY)**

Apr. 2003- Sep. 2016, Oran.

In charge of all administration and facility activities for the west and south regions. Management of 35 workers, within a regional direction of 600 employees, a customer base of 5 M of subscribers, and 3000 technical installations.

- ◆ Organizing the Facility department of Djezzy in the West region. Recruitment of staff, work procedures implementation, budget management, dashboards management, annual performance evaluation.
- ◆ Construction and fitting out a 5000 m2 regional headquarters, 23 stores across 16 provinces from north to south, 1500 m2 parking lot for 150 cars and 10000 m2 warehouse. Renting all infrastructures for the West region. Reduction in rental costs during lease renewals of almost 30%, despite the increase of property prices from 2003 to 2016.
- ◆ Set up in 2015 of a fitting out project of the regional headquarters into a “digital workplace”, installing employees in a new model of shared work spaces by fostering digitalization and dematerialization of documents. This allowed to a 25% reduction in the rental cost of office spaces and an improvement in collaboration between employees.
- ◆ Maintenance of all infrastructures in the West and South regions on cumulative areas of more than 30,000 m2. Negotiation and signing contracts with more than 100 local suppliers for an annual amount of 1.6 M \$.
- ◆ Supply & delivery of consumables and other daily needs (office supplies, fuel, water) for all employees over a distance of 1200 km.
- ◆ Management, maintenance and upkeep of 150 cars. Establishment of a mechanical workshop and a vehicle washing station installed within the company's infrastructure.
- ◆ Daily transport of 200 employees with a fleet of 15 drivers and 3 buses. Management of accommodation for more than 1000 nights per year and air transport for more than 500 tickets per year.
- ◆ Installation of a company restaurant with caterers in charge of delivering more than 200 meals a day. Weekly sanitary control by analytical laboratories, compliance with hygiene standards. 0% incident over 10 years of service.

### **Logistic Supervisor | OPTIMUM TELECOM ALGERIA – SPA (DJEZZY)**

Jan. 2002- Mar. 2003, Oran.

Rental and opening a warehouse of technical equipment and commercial products. Recruitment and management of 3 employees. Organization of the department and management procedures implementation. Transport and delivery products to technical and commercial sites.

### **Sales executive | COOPERATIVE DE BONNETERIE ORANAISE - SARL**

Mar. 1997- Dec. 2001, Oran.

Commercial of a socks manufacturing company. Commercial travel on national territory. Annual sale of 300,000 pairs of socks for a turnover of 9 M DA. Commercial network creation of 45 wholesale customers.

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## **EDUCATION SECTION**

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- ◆ University of IAE Paris Pantheon-Sorbonne, France  
**Executive MBA International Paris**  
2014 -2015
- ◆ INSIM School of Management and Business, Oran  
**DESS in Human Resources Management**  
2011 - 2012
- ◆ ISEC Paris / INSAG, Alger  
**MBA - Operational management**  
2008 - 2009
- ◆ IBN SINA School of Management and Business, Oran  
**Commercial studies**  
1999 – 2001  
**Financial studies**  
1997– 1999
- ◆ University of Oran - Algeria  
**Graduate studies in Natural Sciences**  
1992 - 1996
- ◆ Aix-Marseille Academy - France  
**Bachelor's Series D**  
1991