



# Abdulnabi H. Marhoon

## Organization Development Consultant

**Phone:** (973) 33850777 - 77018868

**Email:** [anmarhoon@gmail.com](mailto:anmarhoon@gmail.com)

**I.D:** 640102492

**DOB:** January 1, 1964

**Address:** House 2409 – Road 1439 – Hamad Town 1214

### PERSONAL STATEMENT

#### My mission is to:

Help enterprises achieve their goals through research and development and enhance staff performance with the minimal cost possible.

Help people succeed in their work and life, by providing them with the proper knowledge, developing their skills, and supporting them to enhance their attitude.

Reach my ultimate destiny, by being a participant in the whole life development process.

### WORK CAPABILITIES

#### Business Research

I have conducted performance development research for several companies in Bahrain:

- Al meer Trading Group (multi-business company)
- Aswaq Al Helli (FMCG multi supermarkets)
- Lulu Store Maintenance Equipment (SKF Agent)
- Bahrain Foundation Construction Company (BFCC)
- Al Hoty Analytical Services (Material testing)

#### Business Development

I have dealt with and have trained 250 Human Resource professionals for a wide range of companies during the past 15 years; thus, I can:

- Develop policies, rules, and procedures
- Develop performance assessment standards and measures
- Develop an organizational culture
- Analyze the skills gap
- Conduct training programs
- Measure the Return on Investment (ROI)

#### Developing Training Materials

I have developed 6 distinct and branded, research-based training programs:

- Sell better (A series of 13 training courses to increase sales - 7 courses have been developed so far)
- Nama' (A series of 10 training courses to professionally manage the training function - 3 courses have been developed so far)

	<ul style="list-style-type: none"> <li>○ <u>Do it</u> (A series of 7 training courses to enhance the performance of front-line managers &amp; supervisors - 5 courses have been developed so far)</li> <li>○ <u>Artaqi</u> (A series of 20 training courses to develop work attitude of all employees -7 courses have been developed so far)</li> <li>○ <u>Keep 'm</u> (A series of 8 training courses for customer retention - 6 courses have been developed so far)</li> <li>○ <u>Influence</u> (A series of 5 training courses to help managers and HR professionals improve staff performance - 3 courses have been developed so far)</li> </ul>
<p><b>CURRENT WORKING POSITION</b></p> <p><b>Freelance Research &amp; Development Consultant</b></p> <p>TATWEER TRAINING SERVICE (Bahrain)</p> <p>January 2017 – Current</p>	<p>I have achieved the following so far:</p> <ul style="list-style-type: none"> <li>○ Prepared the company's business strategy for the period from 2016 to 2019, and from 2021 to 2023 (post-2020 strategy, the year Bahrain was affected by the Covid-19 pandemic)</li> <li>○ Prepared almost all of the sales offers for the company</li> <li>○ Conducted 5 Performance development researches that led to sales of BHD 65,000.000 for Tatweer Training Services Company</li> <li>○ Developed almost all the sold training materials for Tatweer Training Services Company. (14 Training material)</li> <li>○ Repeatedly Conducted 22 training courses</li> </ul>
<p><b>RECENT WORKING POSITION</b></p> <p><b>Founder &amp; Training Consultant</b></p> <p>TATWEER TRAINING SERVICES (Bahrain)</p> <p>February 2014 – December 2016</p>	<p>I achieved the following:</p> <ul style="list-style-type: none"> <li>○ Established "Tatweer" and then sold it with all its contracts, properties, brands, and training programs</li> <li>○ Developed sales-generating alliances with many training institutions in: <ul style="list-style-type: none"> <li>○ Bahrain: Masar Training Center, the 9th Training Center, and Iqtidar Training Center</li> <li>○ Saudi Arabia: Arab Open University, Asas Training Center, and Millennium Solutions Training Center (MSTC)</li> <li>○ Started using the experiential and peer-to-peer learning methods in soft skills and attitude training</li> <li>○ Conducted almost all the training programs the company sells.</li> </ul> </li> </ul>

## WORK HISTORY (2002-2013)

### Chief Executive

FLEXTRAIN FOR TRAINING &  
DEVELOPMENT

(Bahrain)

August 2004 – December 2013

I led my team to the following:

- Achieved more than USD 2 million in sales with an average of only 4 young employees
- Provided training to more than 8000 trainees
- Made the institute at that time the only institute that employs 100% of local employees
- Presented 7 initiatives in developing the training industry in Bahrain
- Developed the "Work Attitude" training program, the only specialized training program of its kind in the region
- Developed the "Innovative Training Management" training program, which is the only comprehensive program in its specialization in Bahrain
- Built 16 trade alliances
- Developed and maintained a good business image for the institute

### Manager, Training Centre

RMZ COMPUTER TRAINING  
CENTRE – EXECUTRAIN

(Eastern Province, Saudi Arabia)

September 2002 – Jun 2003

I led my team to the following:

- Reorganized 30% of the administration system
- Built-up and implemented a Business Plan of 2003
- Administered Microsoft Membership Account and got the recognition of best training center
- Administered ExecuTrain franchise account and got the recognition of "the best franchisee in Saudi Arabia"
- Enhanced business revenue of 21%
- Introduced cost leadership strategy and saved the training center 35% of the annual cost
- Introduced a comprehensive training database that simplified managing training information

### Sales Manager, Training

NEW HORIZONS- COMPUTER  
LEARNING CENTRES

(Eastern Province, Saudi Arabia)

January 2002 – August 2002

I led my team to the following:

- Built-up a Transition plan for moving Sales Dept. from Individual Sales to Corporate sales. This well-advanced step increased sales by 35% annually
- Built-up a Sales Development plan that generated an annual sales increment accumulation of 10%
- Conducted several public marketing introduction sessions

<b>WORK HISTORY</b>	
<b>(PRE- 2002)</b>	
<b>Acting Director, Sales &amp; Marketing</b> (Riyadh, Saudi Arabia)	February 1999 – April 2001 PRIMENET INTERNET SERVICE PROVIDER
<b>Debt Collector</b> (Bahrain)	June 1996 - January 1999 AL AYAM PRESS
<b>Sales Supervisor</b> (Bahrain)	Jan 1995 - May 1996 HERBALIFE INTERNATIONAL
<b>Sales Representative</b> (Eastern Province, Saudi Arabia)	Mar 1993 - Dec 1994 ARCOMA ARABIA COM. AGENCY
<b>Sales Supervisor</b> (Eastern Province, Saudi Arabia)	Oct. 1990 - Dec. 1992 AL ORUB TRADING & INDUSTRIAL CO.
<b>Supervisor</b> (Bahrain)	Aug. 1983 - Aug. 1990 AL MOFID CONSTRUCTION PROJECTS
<b>EDUCATION</b>	
<b>Master's Degree</b> , 2004 (devoted to learning)	AMA University - Bahrain Business Administration (4 syllabuses has been accomplished) <ul style="list-style-type: none"> <li>○ Production/Operations Management (B+)</li> <li>○ Business Research (A-)</li> <li>○ Marketing Management (A)</li> <li>○ Organizational Behavior (A-)</li> </ul>
<b>Bachelor's Degree</b> , 2002 (studying and working simultaneously)	Americus University - GA - USA - online Sales & Marketing
<b>Diploma in</b> , 2001 (devoted to learning)	Bahrain Training Institute - Bahrain Small Business Start-up & Management

<b>MASTERY OF LANGUAGES</b>	<p>Fluent in written and spoken Arabic        Good in written and spoken English        Level A1 in spoken Hindi</p>
<b>LIFE EXPERIENCE</b>	<p>Work and learn at the same time        Retirement is a myth        Success comes at any time        Age is only a number of years</p>
<b>HOBBIES &amp; OTHER INTERESTS</b>	<p>Reading        Camping        Travelling        Mental Indulgence        Meditation        Bowling</p>