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P.O. Box 3297, Manama,
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DOB

December 4, 1968

Dual National

Bahraini / British

Skills

Business Administration
& Development
Operations Analysis &
Management
IT Systems Monitoring &
Installation
Project Management
Purchasing & Inventory
Control
Budget Development &
Financial Control
Regional Government and
Business Regulations
Event Management
Process Improvement
Creation of Targeted Sales
Campaigns
Corporate Media
Campaigns
Regulations &
Compliance
Staff Leadership &
Development

ROBERT JOHN PHILLIPS

Business Consultant

Dynamic and analytical Business Development and Operations Manager with extensive experience leading fast-paced process change in business, IT, and project management environments. Experienced in planning and execution of projects, delivering results on-time and on-budget. Adept at driving efficiency across routine processes through distribution of tasks and training of employees. Ability to ensure the creation and implementation of a strategy designed to grow a business.

Experience

Business Management Consultant, Vareo Middle East Co. W.L.L.

Since March 2020

Part of the Management team, developing standards compliance for the company's multinational offices with special responsibility for Information Technology and Intra-Office collaboration.

Supervised and implemented standards compliant processes to achieve ISO, Avetta, CHAS and Constructionline accreditation. Created companywide IT and communication standards & strategies to allow the company's staff to easily inter-operate with each other and external project sites across the globe.

Key Contributions:

- Part of Management team implementing ISO 9001, ISO 14001, ISO 18001 & AVETTA certification.
- Drove CHAS and Constructionline Accreditation.
- Implemented Microsoft365 solution throughout the global operation
- Drove IT and Interoperation strategies for company's remote working staff, offices and projects

Purchasing / Warehousing Consultant, PC Shop Bahrain W.L.L.

June 2019 to January 2020

Short term contract to strategically manage warehouse operations in compliance with company's policies and oversee purchasing, warehousing, distribution.

Supervised and revamped the processes of the purchase and logistics team to drive efficiency creating and deploying a new SOP manual. Created online inventory of accurate stocks records for use by the company's sales, accounting, purchase, and logistics teams. Employed FIFO policy and warehouse management processes to control inventory holding levels, minimise costs and bottlenecks, handle current and future stock requirements.

Key Contributions:

- Drove overall productivity in routine processes through process improvement as well as by staff recruitment and development.
- Successfully reduced the obsolete stock and generated revenue through their sales.
- Redesigned Accounts Process associated with the Procurement, Sales and Logistics pathways to be compliant with Bahraini VAT requirements.
- Drove Layout Changes in all three company premises to improve operational efficiency

Managing Partner- Rama Jewellery Company W.L.L.

May 2016 to May 2019

Deliver seamless processes in the installation of business automation systems and supervision of the routine operations throughout the company and its stores.

Oversee company's accounts and administrative function along with the supervision of on-going operations across the HR and Retail departments. Ensure efficient jewellery manufacture and repair through monitoring the company's workshops and its relevant staff. Lead design, implementation, and setting up the Company's new store outlet in accordance with the organisation's standards.

Key Contributions:

- Increased turnover by 50% through creation of the online shop.
- Increased Overall Turnover from BHD200K to BHD750K in three years

Education & Certification

Ongoing Education

CIMA - Diploma in Management Accounting (Kaplan Financial Limited, London UK)

Information Technology
Information Library (ITIL v4.0)

Professional Qualification

CIMA Certificate in Business Accounting (Kaplan Financial Limited, London UK)

Six Sigma

Information Technology Certifications

Hardware (Installation, Integration, Operation & Repair)
IBM Main Frame Systems (ES9000 and AS400)
Midi and Personal Computer Systems (HP, Dell, IBM),
Printers (IBM, HP, Epson & Others),
Networking Equipment (Cisco, IBM, Motorola & Others)

Software

Microsoft (MS Windows, MS Office / Office365, Microsoft365),
Cisco (CCNA, CCNP, CCDA),
Adobe Creative Cloud Products,
AccPac Accounting Systems, Tally Accounting,
IBM AIX/Unix OS,
Novell (Certified Novell Engineer),
C# / HTML Programming.

Secondary School Qualifications

Oakham School (Oakham, Rutland, UK)

A Levels – Mathematics, Chemistry, Physics, Computer Science

O Levels – Mathematics, Physics, Chemistry, Biology, Computer Science, English Language, English Literature, Politics, History, Geography, Religious Studies, Economics

Sporting / Voluntary Activities Certifications

IRB Rugby (Coaching Sevens and XV's Level 2, Referee/Referee Educator Level 2, Anti-Corruption and Anti-Doping Officer, Player Welfare Officer, Strength & Conditioning Level 2)

ICC Cricket (Level 2 Coach, Level 2 Umpire)

Bahrain Football Association (Coaching Certificate),

FIRST Aid Qualified.

Club Manager, Bahrain Rugby Football Club

March 2007 to August 2018

Managed routine operations in the club, and designed, established, and maintained the majority of the Club's sporting and social facilities.

Formulated and promoted a variety of regional and international sports events namely Leagues, Matches, Tournaments, and International Tours across a variety of sports. Enhanced social aspect of the club through arrangement of musical events including Concerts featuring International Artists, Tribute acts, DJs, Discos and largescale Themed Parties. Improved overall productivity in the routine operation through recruitment and training of teams for targeted roles in Administration, Accounting, Purchase/Sales, and Health/Safety.

Key Contributions:

- Accomplished developing the club in to a Multi-Million-Dollar multi-sports centre, boasting over 70 full time employees and 3000 members.
- Developed a fully qualified squad of professional trainers and coaches across a diverse array of sports to international standards, whilst Developing the sports infrastructure to support any additional sports/events.
- Liaised with International Sports Governing Bodies & Teams, as well as International Artistes and Acts to produce & manage a multi-national program of in excess of 30 events annually.
- Delivered constant operational development and maintenance of the club's facilities and infrastructure, as well as its IT and social media presence.
- Increased Membership based revenues from BD60Kpa to in excess of BD1.4Mpa

Branch Manager, ALAA For Industry - BAHRAIN

March 2005 to March 2007

As the Branch General Manager of two different branches of a regional Hydraulics and Engineering Company, handled the daily operation of the companies Bahrain based Sales, Engineering, Design and Manufacturing presence as well as the Import/Export Logistics for the entire GCC Region implementing ISO9001 throughout.

Key Contributions:

- Increased Revenues 65% in two years
- Trained team of 35 staff to implement companies ISO 9001 compliant processes
- Import / Re-Export of in excess of US\$5M of equipment and materials across 5 countries and 17 branches on a monthly basis

Senior IT Hardware/ Software/ Network Engineer- Fakhroo Technical Equipment Maintenance - Bahrain

July 1987 to March 2005

Senior Hardware/Networking/Software Engineer for a range of integrated IBM/HP Mainframe, Midi, PC systems at Private, Public and Governmental institutions throughout the Middle East and North Africa Regions either in standalone environments or in partnership with UK and US Military. Requiring the creation of unusual solutions to unique problems where particular attention was needed to the robust integration and operation of systems in extreme conditions.

Volunteer Experience

Rugby Football

January 1992 to Present

Development of the sport of Rugby in the Middle East as a Sports Coach, a development officer, a Referee, Referee Assessor/coach as well as serving as the Chairman, Secretary, Judicial Officer Competitions Coordinator of both the regional Rugby union and my local club. In these roles, I have been a part of a team of people responsible for seeing participation numbers grow exponentially, in particular within the indigenous population.