



Khaled Mahmoud Jabarin

Position: General Manager

📍 Palestine- Jenin

CONTACT

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Date of birth: 18/07/1971

LANGUAGES

Arabic: Native- Fluent

English: Good.

Qualifications

- Tawjihi Certificate/ High school
- Professional Diploma In Business Administration

PROFILE SUMMARY

I have extensive experience in the field of managing and supervising real estate construction, leasing, interior and exterior finishes, real estate brokerage, contract drafting, and general trade, including home furnishings and furniture trade. I always strive to do the following:

- 1- Raising the status of the company I work for in the local market and maintaining its good reputation through commitment to implementing the terms of contracts and the satisfaction of buyers, tenants, or sellers with the company's performance and reputation.
- 2- Increasing the company's profits as much as possible by taking advantage of opportunities to buy and sell real estate, reducing the waste of materials of any kind, obtaining discounted material prices from suppliers, doubling employees' work accomplishments, and utilizing working hours for work and completion only.
- 3- Choosing to buy or sell land or property through studying the market, urban expansion, and services connected to it or close to it to achieve high profits for the property upon sale.
- 4- Raising the value of the company's income and financial profits
- 5- Reducing losses, wasting money unnecessarily, or spending it in the wrong place
- 6- Maintaining a positive and good relationship with tenants
- 7- A complete understanding of real estate and property management and all legal and financial aspects
- 8- Skill in real estate marketing, attracting customers, and drafting contracts and reports
- 9- Continuously review the real estate market to learn the latest real estate promotion and marketing techniques and methods

PRACTICAL EXPERIENCES & SCIENTIFIC COURSES

COMPUTER SKILLS

- Ability to use computer (Microsoft Office programs)

SOFT SKILLS

- Working within a team
- Work under pressure

Obtaining courses in several fields, including:

- Arbitration experts course in FIDIC 99 Unified Contracting Disputes, 30 hours
- Real estate contract management, marketing principles, and real estate brokerage course lasting 30 hours
- The real estate valuation course and the basis for issuing the report on the suitability of buildings is 30 hours long
- A course to prepare arbitration experts in real estate contract and sales disputes, lasting 30 hours
- A course for preparing arbitration and real estate appraisal experts, lasting 30 hours
- The course for arbitration experts in engineering disputes, FIDIC 99, is 30 hours long
- He also took two courses in the FIDIC contract through the Jordanian Engineers Association, each lasting 32 hours
- He obtained a course on Arbitration Case Procedures and Management from the Palestinian Arbitrators Association
- Obtained a 20-hour FIDIC Contracts course from the Palestinian Chamber of Arbitration

PROFESSIONAL POSITIONS AND EXPERIENCES

- 1) General Manager of Al-Bayt Al-Ateeq Company for Contracting and General Contracting since 1/1/2003 and I am still at the top of my job.
- 2) Member of the Board of Directors of the Contractors Union and former treasurer for the period 2016-2017. Union work.
- 3) Former head of my municipal council from 2017-2021 / additional work (institution management)
- 4) Former Chairman of the Local Planning and Construction Committee of the Municipal Council 2017-2021 / additional work (institution management)
- 5) Owner of the Turkish Palace Furniture and Furniture Trading Exhibition since 2019 up to date.

WORK EXPERIENCE

General Manager of Al-Bayt Al-Ateeq Company for Contracting and General Contracting, with several tasks, including: -

- 1) Buying real estate, including lands and buildings, selling and renting it, and real estate brokerage.
- 2) Follow up on real estate building and construction work, maintenance work, and field supervision.
- 3) Follow up on field supervision at work sites.
- 4) Periodically follow up on the maintenance of real estate owned by the company and rented.
- 5) Follow up on real estate valuation and write reports.
- 6) Follow up on real estate arbitration cases.

- 7) Writing and drafting contracts between the company and stakeholders.
- 8) Propaganda and media work for real estate marketing during the stage of completing the engineering design of the property.
- 9) Supervising the employees of the real estate construction and maintenance department, and following up on the company's engineering team.
- 10) Continuously review the real estate market, including supply and demand for real estate, whether for sale or rent.
- 11) Conduct a field visit to all projects implemented by the company and owned by government agencies.
- 12) Review the filling of bids, prices, and invitations for offers
- 13) Follow up on the financial audit of projects, budgets and general budgets
- 14) Follow up with department managers in the company
- 15) Follow up on purchases of materials, stationery, vehicles and equipment
- 16) Follow up on expenses and review invoices, receipt and disbursement vouchers, and financial transfers
- 17) A field visit to suppliers, inspecting the orders and verifying them in reality
- 18) Building public relations with official and private institutions, including ministries, banks, and businessmen
- 19) Conduct inspection tours of stores and annual inventory operations.
- 20) Monitor and follow up on the movement of vehicles and drivers
- 21) Following up employees' working hours, departure times, overtime, and departure permission
- 22) Signing contracts between the company and investors, tenants, or buyers of the property
- 23) Building public relations with all institutions, investors, merchants, insurance and transportation companies
- 24) Working to complete the projects implemented by the company on the agreed upon dates or before that
- 25) Daily work of no less than 8 hours, night follow-up and surprise visits to projects
- 26) Periodic follow-up with official authorities such as the municipality, the Ministry of Labor, Civil Defense, and the Engineers Syndicate in order to obtain building permits.
- 27) Discussing plans and timetables for projects implemented by the company with engineers, owners, and competent authorities
- 28) Follow up on the storage of materials supplied to sites and warehouses and protect them from damage or loss
- 29) Resolving amicably disputes between any opponents who have a relationship with the company
- 30) Follow up on any cases pending before the official authorities through lawyers
- 31) Follow up on occupational safety teams
- 32) Follow up on tender announcements through the media, newspapers, official announcements, and social media
- 33) Follow up on protocols for receiving guests at official events and speeches
- 34) Traveling outside the country to attend industrial exhibitions, scientific courses, and trade union meetings
- 35) Energy to work tirelessly

Finally, when I started working in the company, its capital was low, its work was simple, and its classification in the Contractors Union was also low. Through my work in the company with sincerity, mastery, and high professionalism, the company's capital was raised ten times what it was before, and its classification in the CCC was raised. Union from the fourth degree to the first degree, and this is the greatest achievement for me and the company.