HOOK General Trading LLC.

List of Key Personnel

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No.	Name	Position
1	Hamad Yusuf Issa Yusuf Jasim	Owner
2	Sameh Alyamani	Chief Operating Officer
3	Mohammad Abostet	Sales Director
4	Thomas Shaji	Finance Manager
5	Youssef Hesham	HR Manager
6	Daisy Lou Sabang	Admin Manager / Hygiene Manager
7	Rania Sabour	Purchasing Manager
8	Ahsan Mehmoud	Accounts Receivable In-Charge
9	Mousa Al Ahmad	Logistics Manager

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2. Job Descriptions

- **Owner – Hamad Yusuf Issa Yusuf Jasim**

Job Purpose:
Provides overall leadership and direction for the company and ensures that business activities are aligned with the company's objectives.

Key Responsibilities:

- Provide overall strategic direction and leadership.
- Approve major business decisions and company policies.
- Monitor overall company performance.
- Ensure compliance with applicable legal and regulatory requirements.
- Review financial and operational performance.
- Support business development and continuous improvement.
- Ensure adequate resources are available for company operations.

Chief Operating Officer – Sameh Alyamani

Job Purpose:
Oversees the company's day-to-day operations and ensures effective coordination between departments.

Key Responsibilities:

- Supervise overall operational activities.
- Coordinate with department managers.
- Monitor operational performance and efficiency.
- Ensure company procedures are properly implemented.
- Identify operational issues and implement corrective actions.
- Monitor service and operational standards.
- Support continuous improvement initiatives.

Sales Director – Mohammad Abostet

Job Purpose:
Manages sales activities and customer relationships to achieve the company's business objectives.

Key Responsibilities:

- Develop and implement sales strategies.
- Manage key customer relationships.
- Monitor sales targets and performance.
- Identify new business opportunities.
- Coordinate quotations and commercial offers.
- Monitor customer satisfaction.
- Coordinate with operations, purchasing, finance, and logistics departments.

Finance Manager – Thomas Shaji

Job Purpose:
Manages financial activities and ensures proper financial control and reporting.

Key Responsibilities:

- Oversee accounting and financial activities.
- Monitor cash flow and financial transactions.
- Prepare and review financial reports.
- Monitor budgets and expenditures.
- Coordinate payment and collection activities.

- Ensure proper financial documentation and record keeping.
- Support compliance with financial policies and procedures.

HR Manager – Youssef Hesham

Job Purpose:
Manages human resources activities and ensures effective administration of employees.

Key Responsibilities:

- Manage recruitment and employee onboarding.
- Maintain employee records.
- Monitor attendance, leave, and employee documentation.
- Coordinate employee training and development.
- Implement HR policies and procedures.
- Handle employee relations and disciplinary matters.
- Ensure compliance with applicable employment requirements.

Admin Manager / Hygiene Manager – Daisy Lou Sabang

Job Purpose:
Manages administrative activities while overseeing hygiene, sanitation, food safety documentation, and compliance requirements.

Key Responsibilities:

- Manage daily administrative activities and documentation.
- Maintain company records and correspondence.
- Coordinate administrative requirements between departments.
- Monitor hygiene and sanitation practices.
- Ensure cleaning and sanitation procedures are implemented.
- Maintain hygiene and food safety records.
- Coordinate inspection and audit requirements.
- Follow up on corrective and preventive actions.
- Monitor compliance with hygiene and food safety requirements.
- Conduct regular checks and report non-conformities to management.

Purchasing Manager – Rania Sabour

Job Purpose:
Manages purchasing activities and supplier coordination to ensure timely availability of required materials and products.

Key Responsibilities:

- Coordinate purchasing activities.
- Source and evaluate suppliers.
- Obtain and compare supplier quotations.
- Prepare and monitor purchase orders.
- Coordinate delivery schedules with suppliers.
- Monitor purchasing costs and product availability.
- Maintain purchasing and supplier records.
- Coordinate with warehouse, sales, finance, and logistics departments.

Accounts Receivable In-Charge – Ahsan Mehmoud

Job Purpose:
Manages customer accounts receivable and ensures timely collection of outstanding payments.

Key Responsibilities:

- Monitor customer outstanding balances.
- Prepare and maintain customer statements of accounts.
- Follow up on overdue payments.
- Monitor customer credit limits and payment terms.
- Coordinate collection activities with customers and management.
- Maintain accurate accounts receivable records.
- Report overdue and outstanding balances to management.
- Support credit-control procedures.

Logistics Manager – Mousa Al Ahmad

Job Purpose:
Manages logistics and delivery operations to ensure timely and efficient movement of products.

Key Responsibilities:

- Plan and coordinate delivery activities.
- Manage delivery schedules and routes.
- Coordinate with drivers and delivery personnel.
- Monitor delivery performance.
- Ensure proper handling and transportation of products.
- Coordinate with sales, warehouse, purchasing, and operations departments.
- Monitor delivery documentation.
- Address delivery issues and implement corrective actions.

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3. CV Profile

Hamad Yusuf Issa Yusuf Jasim

Position: Owner

Professional Profile:
Company owner responsible for providing overall leadership, strategic direction, business oversight, and ensuring the effective operation and continued development of the organization.

Key Competencies:

- Business Leadership
- Strategic Planning
- Management Oversight
- Business Development
- Compliance and Governance

Sameh Alyamani

Position: Chief Operating Officer

Professional Profile:
Experienced operations professional responsible for overseeing day-to-day business operations, coordinating departmental activities, monitoring operational performance, and supporting continuous improvement.

Key Competencies:

- Operations Management
- Team Coordination
- Performance Monitoring
- Process Improvement
- Operational Planning

Mohammad Abostet

Position: Sales Director

Professional Profile:
Sales management professional responsible for developing sales activities, managing customer relationships, monitoring sales performance, and supporting business growth.

Key Competencies:

- Sales Management
- Customer Relationship Management
- Business Development
- Negotiation
- Sales Planning

Thomas Shaji

Position: Finance Manager

Professional Profile:
Finance professional responsible for overseeing financial activities, financial reporting, cash-flow monitoring, payment coordination, and financial controls.

Key Competencies:

- Financial Management
- Accounting
- Financial Reporting
- Cash-Flow Management
- Financial Controls

Youssef Hesham

Position: HR Manager

Professional Profile:
Human resources professional responsible for employee administration, recruitment, employee records, training coordination, and implementation of HR policies and procedures.

Key Competencies:

- Human Resources Management
- Recruitment
- Employee Relations
- Training Coordination
- HR Administration

Daisy Lou Sabang

Position: Admin Manager / Hygiene Manager

Professional Profile:
Administrative and hygiene management professional responsible for administrative coordination, documentation, hygiene monitoring, food safety records, inspection follow-up, and corrective action management.

Key Competencies:

- Administration
- Hygiene Management
- Food Safety Coordination
- Documentation and Record Control
- Audit and Inspection Coordination
- Corrective Action Follow-Up

Rania Sabour

Position: Purchasing Manager

Professional Profile:
Purchasing professional responsible for supplier coordination, procurement activities, quotation evaluation, purchase orders, and ensuring timely availability of required products and materials.

Key Competencies:

- Purchasing Management
- Supplier Management
- Procurement
- Cost Control
- Negotiation

Ahsan Mehmoud

Position: Accounts Receivable In-Charge

Professional Profile:
Accounts receivable professional responsible for monitoring customer accounts, outstanding balances, payment follow-ups, credit limits, and collection activities.

Key Competencies:

- Accounts Receivable
- Credit Control
- Collection Management
- Customer Account Monitoring
- Financial Record Keeping

Mousa Al Ahmad

Position: Logistics Manager

Professional Profile:
Logistics professional responsible for coordinating delivery operations, transportation activities, delivery schedules, and efficient movement of products.

Key Competencies:

- Logistics Management
- Delivery Planning
- Transportation Coordination
- Route Planning
- Team Coordination