

About the CEO



“ The CEO, Mr. Osman Chennar, is an accomplished, multi-skilled, pragmatic business man with over 20 years of experience in the Defence sector. He established Kalandor Limited. Registered in Bulgaria and Turkey in the Trade Companies Register, the company is fully licensed for export and import of Defence related products. He has good cooperation with producers and suppliers in the field of the production of arms, ammunition and dual used goods. ”



Enabling Global
Defence Production



He is specialized in:

- **Acquiring stocks directly from manufacturers from several countries and covering all available empty production slots with orders from manufacturers.**
- **He is into import, export and re-export of military products.**
- **He partners in the production lines of several entities.**

He is known for his capacity to supply a full range of arms and ammunition within a short lead time and has successfully executed contracts within ministries of Defence of several countries such as Nigeria (Army, Navy, and Air Force), UAE, Ethiopia Defence, Democratic republic of Congo, Egypt, and Albania.

He is married with four children. His hobbies include traveling and swimming.



Chief Executive Officer (CEO)

- Oversee the strategic direction of D7G.
- Implement changes and proposed plans.
- Engage in media obligations and public relations.
- Interact with government and other stakeholders.
- Maintain accountability with board.
- Monitor company performance.
- Setting precedence for the working culture of D7G.

Private Secretary

- Arrival and planning.
- Arrive at the office and review the schedule for the day.
- Prioritise tasks and create a to-do-list for the day.

Administrative tasks

- Respond to e-mails, phone calls and messages.
- Manage the CEO's calendar, schedule appointments, and make necessary arrangements.
- Handle any administrative tasks, such as filling documents, organising meetings, and preparing reports.



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Support during Meetings

- Attend meetings with the CEO, take notes, and prepare meeting minutes.
- Assist in preparing presentations or documents for upcoming meetings.

Tasks follow-up and correspondence

- Follow up on pending tasks and ensure that deadlines are met.
- Draft and proof read correspondence on behalf of the CEO.

Flexible hours

- Availability for urgent matters or special projects, if required.
- Use weekends for catching up on any outstanding work or preparing for the upcoming week.
- It's important to note that flexibility is key in the role of a private secretary, as priorities can change rapidly.



Schedule of Responsibility

Special Assistant

- Provide special assistance to the CEO in his everyday activities.
- Perform and execute special assistance duties as assigned in various projects.
- Provide special assistance to the top management of D7G in implementing policy decisions.
- Handle and manage various special assignments as directed by the CEO.
- Coordinate special assistance functions as assigned in inter-departmental activities.
- Assist in developing corporate policies and guidelines to enhance D7G business opportunities.
- Assist in planning, developing implementing and management of key business issues and protocols.
- Perform special assistance duties in creating and establishing annual business goals and objectives.
- Ensure compliance of corporate policies and issues in executing special assistant activities.



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AD Protocol

- Research traditions and customs.
- Model polite behaviour.
- Plan foreign and domestic visits, ceremonies and special events.
- Identify security risks and create safety plans.
- Make and send invitations.
- Create suitable seating arrangements.
- Arrange photo opportunities and press conferences.
- Develop itineraries and agendas.
- Schedule and book transportation.
- Arrange lodging and meeting accommodations.
- Prevent etiquette breaches or embarrassing cultural blunders.
- Develop strategy goals, objectives and programs for D7G.
- Keep a list of key business leaders and government officials.
- Arrange meetings to exchange policies and programs.
- Maintain, prioritize and file confidential records.
- Be available at anytime work conditions require.



Secretariat

- Support the Chair in ensuring the smooth functioning of the Management Committee.
- Ensuring meetings are effectively organised and minuted.
- Maintaining effective records and administration.
- Communication and correspondence.
- Information and reference point for the CEO and other committee members.

AD Finance and Budget

- Manage the organisation's financial risks.
- Comprehend financial facts and patterns and ensure that the budget is reasonable and consistent with the company's aims and objectives.
- Be in charge of the organisation's financial health.
- Collaborate closely with other members of the senior management team to ensure that the organisation's financial goals are met.
- Ensuring that D7G works smoothly and successfully.

- Lead departmental budget formulation.
- Execution, monitoring, analysis and reporting of activities.
- Advice on resource allocation and reallocation.
- Lead forecasts on expenditures (including depreciation forecasting and monitoring) and staffing level reporting.

Personal Assistant

- Acting as a first point of contact for callers, dealing with emails and phone calls by responding, passing on messages or highlighting them for the CEO's attention.
- Managing diaries, organising meetings and appointments, often controlling access to the CEO.
- Booking and arranging travel, transport and accommodation.
- Organising events and conferences, reminding the CEO of important tasks and deadlines.
- Typing, compiling, preparing reports, presentations and correspondence.



Schedule of Responsibility

- Managing databases and filing systems, implementing and maintaining procedures/administrative systems.
- Liaising with staff, suppliers and clients, collating and filing expenses.
- Miscellaneous tasks to support the CEO, which will vary according to the CEO's directives, eg: completing some corporate governance (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research.

Director, Land Systems

- Procurements and maintenance of all land systems equipments.
- Pre-shipment visit for all land systems.
- Carry out need assessments in liaising with customers.
- Ensure quality checks on all land equipments.
- Advise on necessary actions for effective operations for land systems.



- Procurement and maintenance of all maritime systems equipments.
- Pre-shipment visits for all maritime systems.
- Carry out need assessment in liaising with customers.
- Ensure quality checks on all maritime equipments.
- Advise on necessary actions for effective operations for maritime systems.

Director, Air Systems

- Procurement and maintenance of all air systems equipment.
- Pre-shipment visits for all air systems.
- Carry out need assessments by loading with customers.
- Ensure quality checks on all air equipment.
- Advise on necessary actions for effective operations for air systems.



Schedule of Responsibility

Director, Production/Innovation/R&D

- Oversee the production process.
- Coordinating all production activities.
- Plan and draw up a production schedule.
- Decide on and order the resources that are required.
- Ensure stock levels remain adequate.
- Identifying opportunities for innovation.
- Developing and implementing innovation strategies
- Communicating with stakeholders.
- Mentoring and developing team members.
- Find ways to improve existing brands.
- Developing an entire new product line based on new or forecasted trends within the company's industry.
- Develop proposals for new or improved products, and then work with sales to forecast profitability.



Director, Admin/Logistics

- Provides administrative and logistical support.
- Maintaining full confidentiality in all aspects of assignments, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.
- Managing budgets.
- Overseeing staff.
- Scouting for inefficiencies.
- Maintaining relationships.
- Monitoring Inventory.

Director, Foreign liaison

- Overseeing the D7G's engagement with foreign partners or clients.
- Expand and strengthen partnerships with foreign liaison by cultivating D7G's existing partnerships and developing new relationships.
- Recommend engagements for senior leadership of the Organization based on current events, priorities, and strategic initiatives.
- Facilitate engagements and collaboration between



Schedule of Responsibility

partners or customers overseas and subject matter experts.

- Accompany the directors on liaison visit overseas when appropriate.
- Represent company in foreign partnerships, working groups and other fora.
- Lead, plan and oversee all aspects of company visits with leaderships to include advancing coordination with partners, developing meeting agendas, preparing leaderships for meetings, developing memorandum records, monitoring the completion of follow-on actions.
- Track and report matrices showing company liaison engagement impact.
- Oversee and implement the development, application, and communication of policies, guidelines and procedures that support information sharing with foreign partners and customers etc and provide a framework for managing the relationships between partners.



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Director Marketing

- Develop an overall plan to promote company products and approve campaigns for promotion.
- Designing and implementing comprehensive marketing strategies to create awareness of the company's business activities.
- Supervising the department and providing guidance and feedback to other marketing professionals.
- Producing ideas for promotional events or activities and organizing them efficiently.

Director Procurement

- Develop and maintain strong relationships with vendors, subcontractors and suppliers.
- Encourage continuous improvement in competitive bidding practices.
- Track and schedule all materials, equipments, and personnel purchase orders.
- Open new accounts as needed.
- Track inventory levels and manage purchasing activities.



Schedule of responsibility

- Develop and maintain inventory control procedures.
- Manage claims and losses.
- Review supplier proposals and invoices.
- Discuss and analyze material and equipment needs with architects and engineers.
- Track and report budgets by month, budget variance, and actual budget.
- Improve operations through process improvements.
- Develop and implement systems to monitor vendor performance.
- Attend vendor meetings.
- Develop cost control plans.
- Document policies and procedures.
- Coordinate with staff, operations personnel, and outside agencies to ensure materials, equipment, and services are available when needed.
- Assist with contract.











