

SAAD KHYARI

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PROFESSIONAL SUMMARY:

Talented junior professional in **IT and Industrial Project Administration**, dedicated to continuous improvement and operational success. I combine expertise in **administrative management, logistics, HSE compliance, and multicultural team coordination** with a strong technical foundation in **programming, cybersecurity, and IT support**.

Highly analytical and organized, capable of addressing routine needs as well as managing unique circumstances, I focus on the **fast and efficient execution of tasks** to consistently exceed objectives. Experienced in handling complex assignments in demanding environments, I am recognized as a **reliable, versatile, and results-oriented team member**.

EXPERIENCE:

❖ General Affairs, CEEC China Energy /OCGT Al Wahda(CASABLANCA/AIN DORRIJ)

Jan. 2025 - Oct. 2025

- Facilitated **administrative and compliance processes**, including documentation, permits, safety records, and project reporting.
- Managed **workforce accommodation, transportation, and welfare**, ensuring optimal working conditions for multinational teams.
- Acted as a **liaison between contractors, subcontractors, and management**, resolving conflicts and maintaining smooth communication flow.
- Supported **Health, Safety, and Environment (HSE)** teams by enforcing compliance with site safety standards and emergency procedures.
- Coordinated **on-site events, inspections, and audits** with stakeholders, government authorities, and clients.
- Implemented **cost-control measures** by negotiating with local suppliers and optimizing resources, reducing operational overhead.
- Gained hands-on exposure to **gas turbine systems, power generation processes, and mechanical/electrical site activities**.
- Successfully adapted to **extreme working conditions** (remote site, high-pressure environment, multicultural workforce), demonstrating resilience and problem-solving ability.

❖ IT consulting, SHY PERFORMANCE. AGADIR

October. 2024 - Dec. 2024

- Implemented new IT solutions for the call center, reducing average calls and increasing efficiency.
- Realized more than 50 customer satisfactions in the first month.
- Collaborated with cross-functional teams to develop and implement training programs for call center staff.
- Enter commands and observe system functioning to verify correct operations and detect errors.

❖ Web Developer Intern, MEDIA MAN. AGADIR

July. 2023 - September. 2023

- Cultivated deep understandings of various software development lifecycles to diversify competencies.
- Collaborated with UI/UX teams to test and integrate new design features and capabilities.
- Aided in media acquisition for new and ongoing projects by incorporating third-party databases and individual providers.
- Recommended improvements to existing security solutions are based on an analysis of current effectiveness.

❖ **IT Consultant, Durmazz Techno Store. FAMAGUSTA**

June. 2022 - September. 2022

- Performed end-user needs assessments and procured appropriate hardware and software to satisfy requirements.
- Updated and maintained virus protection software by performing system scans and removing detected viruses, spyware, and malware.
- Installed and configured wireless access points and bridges to enhance accessibility.

❖ **Full-stack Developer, Golden Olive Estate. FAMAGUSTA**

January. 2020 - August. 2020

- Finished tasks and job duties, adhering to deadlines to avoid delays.
- Helped team complete assignments to meet goals.
- Monitored processes and recommended methods for improvement.
- Used good judgment to help solve problems.
- Optimized website loading times and performance for improved user experience.

EDUCATION:

EASTERN MEDITERRANEAN UNIVERSITY, Famagusta, Cyprus

Bachelor of Science, Information Technology, Jul. 2024

- Dean's List Honoree, 6 semesters.
- Member, IT club.
- Publicity Auditor, Moroccan Student Society (2023-2024).
- B2B sale manager, AIESEC Turkey (2023-2024).

SKILLS:

Administrative Management - Expert

Adaptability - Expert

Budget & Cost Control - Experienced

Support Informatique - Experienced

Problem-Solving - Experienced

Time Management - Experienced

IT & Office Tools - Expert

Leadership & Team Support - Expert

LANGUAGES:

English - Native speaker

French - Native speaker

Arabic - Native speaker

German - Conversational

Turkish - Basic

TECHNICAL SKILLS :

Programming & Web Development: ReactJS, Full-Stack Development, UI/UX Design

Networking & Systems: Network Configuration, IT Support, System Troubleshooting

Security & AI: Cybersecurity Solutions, Machine Learning, Antivirus Software Management

Project Management & General Affairs: Logistics, Administrative Coordination, HSE Monitoring, Supplier & Vendor Relations, Procurement & Supply Chain Management.