

Aseel Flihan

IT engineer

Aden, Yemen

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Portfolio : <https://aseelflihan.github.io>

A hard-working, methodical and driven individual looking for a position in your reputable organization to expand and fully utilize my skills, learning and knowledge while making a significant contribution to the success of the organization.

Work Experience

Sep 2021 – May 2022 Work as **logistic assistant** in project “**Protecting and Empowering Women and Girls affected by Gender-Based Violence in Yemen**” funded by **(KSRelief)** and is being implemented by **WACP** in partnership with **UN Women**

Aug 2020 – Mar 2021 Work as **logistic assistant** in project “**LEAP**” funded by **(Government of Japan)** and is being implemented by **WACP** in partnership with **UN Women**

- procurement of goods and services in line with logistics policies .
- Prepare requests for quotations and ensure compliance to the procurement policies.
- Prepare Bid Analyses.
- Maintain suppliers database are up to date and appropriate to the organization policies
- Ensure that purchases are properly received and relevant data of each activity is updated.
- Coordinate purchase order/contract close out procedures when purchase orders/contracts are completed and payment done.
- Provide weekly and monthly purchase report to the line manager and relevant programmer managers.

2019 **One Month Training , National Cement Company -, Lahj**

- The basic components of a PLC system
- The fundamental operating principles behind using a PLC.
- Good installation practice .
- Discussion on programming PLCs.
- The PLC as part of a complete Local Area Network The PLC and the operator interface.
- Guidelines to troubleshooting of PLCs.

2018 **One Month Training** , Aden Refinery - Alboraqa, Aden

- Worked as a landline engineer in Field maintenance .
- Detect Problems and Fix connections between departments .
- Work with my team effectively in order to enhance work quality .
- Radio broadcasting (AM & FM) essentials.
- Configuration of cordless devices banks, channels and tone
- Transceiver channel , PCM switch and frequency modulator.
- Electronic maintenance of devices .

Key Skills

- Advanced experience with using Excel formulas, functions and pivot tables, advanced experience with Word mail merge functionality
- Leadership skills that have been utilized in managing daily workflow, supporting fellow coworkers, and developing process improvement initiatives.
- Superb verbal and nonverbal communication skills.
- Strong understanding of technology and computer software.
- Excellent attention to detail when recording messages or relaying information to various individuals or organization departments.
- Fast typing on the keyboard
- Strong understanding of programming languages such as C++, Arduino and Python
- Extremely organized and attentive to detail.
- Ease of handling the printer and scanner
- Proficiency in the use of Adobe programs such as Photoshop, Illustrator and After Effects

Education and qualifications

JANUARY 2022 - MAY 2022 Online

Google / Data Analytics Professional Certificate

completed extensive six month job-ready google career certificate training. Demonstrated hands-on experience with data cleaning , data visualization , project management , interpreting and communication data analytics findings . confidence in transforming complex data into actionable and clear insights . fluency in computer programming languages and a solid understanding of databases

2016-2020

B.Sc. in Electronic and Communication, Faculty of Engineering, Aden University

Interests

Enjoy engaging with different cultures. Interesting in Programming, coding and photography.

Languages

Arabic (native), English (Fluent)

References

Available On Request