**Curriculum Vitae**

**Ahmad Mamun Shami**

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**Introduction:**

An administrative person seeking a position to apply and advance my multi-faceted skills. An excellent communicator with a corporate background, I am able to successfully carry out challenging assignments and integrate seamlessly in the work environment.

**Education:**

2003-2009: Bachelor Degree in Law, Collage of Law, Aleppo University, Syria.

**Qualifications and training**:

2018: bottle line Training at Griffith foods , Somercotes , Derbyshire ,UK.

2018: pail filling line training at Griffith foods , Somercotes , Derbyshire ,UK.

2018: pillow pack line training at Griffith foods , Somercotes , Derbyshire ,UK.

2018: sachet line training at Griffith foods , Somercotes , Derbyshire ,UK.

2018: Reach Truck Training at Griffith foods , Somercotes , Derbyshire ,UK.

2018: counterbalance training at SGTTL ,Derby, Derbyshire , UK.

2017: Food Safety level2 Training at Griffith foods ,Somercotes , Derbyshire, UK.

2017 :autoclave and air dryer training at Griffith foods , Somercotes , Derbyshire ,UK.

2017 : kettles and vacuum coolers Training Griffith foods , Somercotes , Derbyshire ,UK.

2017: HACCAP Training at Griffith foods , Somercotes , Derbyshire, UK.

2017 : First Aid Training at ST JHON Ambulance, Mansfield ,Nottinghamshire ,UK.

2017: Kapcold ,Take Off, BCH Room training ,welcome foods .Nottinghamshire ,Uk.

2016: Batching Training, Welcome Foods, Nottinghamshire, UK.

2016: Food Safety Training, Welcome Foods, Nottinghamshire, UK.

2015: Glass Mixing Training, Welcome Foods, Nottinghamshire, UK.

2015 : Hygiene/Chemical Training, Welcome Foods, Nottinghamshire, UK.

15 & 16 August 2015: Theory and Dry Lab Phlebotomy Course, Maxis Helathcare, London, UK.

21& 24 August 2015: live blood sessions, Maxis Helathcare, London, UK.

**Work Experience:**

**07th Feb up till now Food Production Supervisor, Jigsaw Foods, Shirbruke,Nottinghamshire,UK:**

**Responsibilities:**

Assure the smooth running of process by assisting and supporting the productions team to achieve the plan;

To deliver information about the production process to the planning department, QA department and management, and make sure the company policies regarding the health and Safety and GMP are met and followed by the employees during all the production stages, and all the paperwork handled accurately;

11th Aug.2017 – **Food Production Operator , Griffith foods , Derbyshire, UK:**

07th Feb.2019  *Responsibilities:*

*To Operate production equipment from a control panel or manually.*

*To Fill all paper work required manually or on computer .*

*To Adhere to health, safety and environmental procedures.*

*To Work on both sides ; processing and filling where is required.*

*To Maintain the food safety rules during all production stages.*

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| 29th Jan- 11th Aug 2017 : | **Production Team Leader, Welcome foods , Nottinghamshire, UK:**  *Responsibilities:*  To prepare the production floor and monitor the daily production and adjust production based on inventory;  Assure the smooth running of process by assisting and supporting the productions team to achieve the plan;  To deliver information about the production process to the planning department, QA department and management, and make sure the company policies regarding the health and Safety and GMP are met and followed by the employees during all the production stages, and all the paperwork handled accurately;  To liaise with colleagues and the management in preparing and managing the task handovers. |
| Mar2016-28th Jan 2017: | **General Operative , Welcome foods , Nottinghamshire, UK:**  *Responsibilities:*  To provide a product following the procedures required by the company;  To ensure that hygiene standards are met and matches the hygiene policy;  To maintain the food safety rules during the processing stage,  To be up to date with the amendments taken by the management. |

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| Sep2015 –Mar2016: | **General Operative, PMP Recruitment/Welcome Foods, Nottinghamshire, UK:**  *Responsibilities:*  To take duties in the different production departments (Packing, Low Care/Cooking, High Care/Processing). |
| Apr.2014 –Jun 2015: | **Call Centre Agent, at NEXtCARE, Dubai, UAE:**  *Responsibilities:*  To provide a centralized point for any insured member’s question or requirement ranging from medical referral to benefit and coverage queries;  To ensure that healthcare members and providers are given balanced, fair decision related to claims coverage and payment;  To maintain a follow-up with the clients regarding their claims;  To handle claims by maximizing efficiency of claims authorization and processing. |

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| Mar.2012- Apr.2014: | **Sales and Marketing Assistant at Al Seghairy Foodsstuff Trading, Dubai, UAE:**  *Responsibilities:*  To assist the marketing manager and support the marketing team with marketing activities;  To communicate with potential clients and close the deal after studying the market and maintain a follow-up with the clients and keep record of all the transactions. |
| Mar.2010- Mar2012: | **Trainee Lawyer, Aleppo Bar, Syria:**  *Responsibilities:*  To provide an efficient, professional and friendly service to clients and colleagues, while assisting the senior lawyer and acting on his behalf. |

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| Aug.2005-Mar.2010: | **Operations Compliance Manager at Ali Sarraj Transportation Co., Hama, Syria:**  *Responsibilities:*  To undertake verification audits as required by company procedures, and to maintain all operational competencies. |

**Professional Skills**:

Excellent communication skills;

Computing: Microsoft Office;

Time and Priority Management

Diversity and Generational Differences in the Workplace

Languages:

Arabic (Native), Romanian (Native) and English (Fluent).

**References:** Available upon request.