

# Mohanad Hanash

Moorestown, NJ - Email me on Indeed: [indeed.com/r/Mohanad-Hanash/3142194103f68bb8](https://www.indeed.com/r/Mohanad-Hanash/3142194103f68bb8)

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Assistant Chief of Engineer

Hilton Garden Inn - Mount Laurel, NJ - August 2015 to Present

- Assist the Chief of Engineers with the admin work such as daily report, schedules, Coordinate with outside vendors on repair, upgrades, and replacement.
- Supervising the Preventative maintenance of all aspects of hotel, including HVAC, plumbing, painting, exterior grounds, lighting, electrical, carpentry.
- Responsible for the pool and SPA and Ensure swimming pool is clean, safe, and functional as board of health regulations.
- Assist the chief of Engineer for the inspections of fire alarm, sprinkler systems, elevators, board of health items.
- Receiving calls from other departments.
- Responsible for inventory of Engineering supplies and order it.
- Follow up & implementing projects.

### Engineer

Westin Hotel - Mount Laurel, NJ - December 2015 to April 2016

- Responsible for doing PM for the hotel rooms and that is including painting, wall paper, TVs, electrical, etc...
- Doing the pool and SPA testing and cleaning.
- Receiving calls from other departments.
- Help with the Engineering department inventory.
- Follow up & implement projects.
- Removing snow and maintain the parking area and make it accessible for the guests.
- Checking the lights every day on the floors and other utilities.

### Operation Manager

4point Solutions - Baghdad - June 2011 to August 2014

- Responsible for all the operations work at the north region office including maintenance, security, IT.
- Responsible for making the market research and get the best offers for the company, that including Internet service, Generators, fuel, decoration and printing services.
- Responsible for all kind of inventory inside the company using MS office.
- Prepare all the necessary equipments and services to support the logistic team when they have events or conferences.
- Responsible for guest houses and provide all the guests needs and make sure they don't have any issues in their rooms.
- Follow up & updating projects.
- Creating and developing the forms that we use for engineering and security.
- Writing reports to the CEO.

### Office Manager

4points Group - Arbīl - April 2009 to April 2010

- Supports the program work as an office manager on the USAID funded Iraq Access to Justice Program in the Erbil Regional office
- Assisting all staff with project related issues, including both administrative tasks and program tasks
- Solve problems in the office and provide solutions through coordination with the Regional Director and team leader to make sure of smooth implementation of the program
- Work directly with the staff to increase their capacity in terms of planning.
- Coordinates travel arrangements through booking hotels for employees and arranging for transportation and accommodation
- Prepares weekly report for all administrative activities occurring the previous week
- Maintaining an organized system for record keeping of files, receipts, and documents
- Worked on finance, petty cash for Erbil regional office and venue payment for each event and reported directly to finance manager in HQ office
- Worked directly with procurement officer in HQ office to finish all the procurement's in Erbil regional office
- Provide the necessary logistical support and overall administrative issues to regional office
- Reporting directly to the Regional Director
- Supervised the project Assistant and the logistic
- Assist our ex-pats when they come to the north, such as visas, residency and airport

### **Office Manager**

Al Joob for Consitraction - Baghdad - January 2008 to January 2009

- I was responsible for all the maintenance work at the offices and the field.
- Provide all the necessary support to the all employees at their work and make sure they have what they need to complete their tasks.
- I was responsible on all of administration work, minute down the expenses and tenders in the Ministries.
- I'm responsible for Computer programs as well as all other work company.
- Follow up with the ministries about tenders, public relations & sales.

### **Component Manager**

USAID - Relif International Org. - Iraq Wide - February 2005 to June 2007

- Manage Iraqi staff of over 30 persons, based spread out over all provinces in Iraq.
- Responsible for the design and execution of over \$3 million US in projects benefitting the youth in Iraq for the project
- Reported directly to the Chief of Party
- Managed, designed, and conducted multiple trainings in different cities in Iraq for the equipping of my team and others working on the project
- Follow up & updating projects.
- Responsible for oversight of the implementation of projects and coordination with other components of the ICCM project as a whole.

### **Public Relations Manager**

Iraqi American Chamber of Commerce and Industry - Iraq Wide - July 2004 to July 2005

- Follow up Employments.
- Follow up & Updating projects.
- Updating potential courses.
- Preparing for Data collection.
- Corresponding.
- Writing reports.
- Different tasks.

### **Administrative Warehouse Manager**

Hussien Ali Group - Baghdad - August 2002 to May 2003

- My responsibility is to make sure all materials entering and leaving the warehouse and incorporated in the records of the company.
- Supervisor 15 employees.
- I was responsible for accounting, financial affairs and Inventory.
- Organizing the delivery of the goods to the customer or delivery to the place of wish it.

## EDUCATION

### **B.A. in Library and Information Management**

AlMustanserya University - Baghdad  
2000 to 2004

## SKILLS

Computer skills and MS (outlook, word, Excel, PowerPoint...etc (10+ years)

## CERTIFICATIONS

### **EPA Universal Certification**

February 2016 to Present  
Pool and SPA

### **EPA Universal Certification**

January 2016 to Present  
HVAC