


## AHED HAITHAM SALEH

 Basra - Iraq

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Sex Male | [Date of birth](#) 15/01/1995 | [Nationality](#) Syrian

[Military Service](#) Exempted On 2017-03-27

**PREFERRED JOB** Management / Procurement / Logistics /Operations/ Human Resources / Social Services

### EDUCATION

3 Mar 2017 **Bachelor (BSc.), of Computer Engineering.**  
AL Baath University, Homs (Syria)

### TRAINING

- Time Management course, online (2018)
- Project Management Course, online (2018)
- A referee course in athletics. (2016)
- ICDL Course. (2014)
- HR Management , online. (2019)
- AutoCAD , online (2019)
- Marketing Services , online. (2020)
- Adobe Premiere Pro cc , online. (2020)
- Branding Workshops , online. (2020)
- Self Confident , online. (2020)
- International Accounting. (2021)

### WORK EXPERIENCE

2019 – to 2021 **Supervisor & Admin Assistant.**

#### **Baba Kanafah. - Basrah / Al-Amarah (Iraq)**

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Follow up the staff requirements and provide the HR reports .

2018 – to 2019 **Control technician.**

#### **IJS Group - Beirut (Lebanon)**

- Establish and maintain working relationships with vendors to ensure prompt and accurate deliveries of materials
- Document Startup processes and designs of mechanical and electrical systems for production equipment

- Analyze equipment installation practices and offer solutions to improve the efficacy of installation schedules
- Perform duties assigned by and under the supervision of a project manager or engineer
- Installing and maintaining web server hardware and software.
- Optimizing server networks.
- Troubleshooting network and server failures.
- Proposing and implementing solutions to website malfunctions.
- Monitoring and maintaining website system security.
- Providing technical support & Auditing and editing company websites.
- Backing-up web servers and providing recovery options.

2014 – to 2018 **Accountant & Admin Assistant.**

### **Grand Mills Company - Homs (Syria)**

- Setup and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules.
- Support staff in assigned project based work.& Arrange meeting facilities.
- Sort and distribute incoming mail to areas and staff within the organisation, and dispatch outgoing mail
- Write business letters, reports or office memoranda using word processing programs
- Operate a range of office machines such as photocopiers, computers and faxes and documents control.
- Carry out the internal audit and follow up the requirements for external audit.

Voluntary & NGO

01 Feb 2013– 01 Oct 2017

### **Media Coordinator**

Aga Khan Development Network (AKDN), Salamyah, Hama (Syria).

**Member of Salamieh Friends Association, Salamieh.**

## **PERSONAL SKILLS**

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
French	B1	B1	B1	B1	B1

### **Communication skills**

- Ambitious.
- Eager to succeed.
- Dynamic and organized.
- Hard worker, willing to learn and improve
- Good problem solving skills.
- Ability to respond creatively to business needs.
- Self-development and ability to develop others.
- love to work in a teamwork environment being constructive team member.
- Enjoy working under pressure

- Ability to manage time effectively to priorities, activities and meet deadlines.
- Setting objectives, planning and resources to achieve goals.
- Microsoft Office Tools

## ADDITIONAL INFORMATION

## References

ENG. Ragheb Makdesy      Manager of Grand Mills Company, Hisyah Industrial City, Syria.  
+963 933 124737      [rm.ch@hotmail.com](mailto:rm.ch@hotmail.com)  
Mr Haitham Abdullah Saleh Head of Milling Section, Hisyah Industrial City, Syria.  
+963 999 50524  
Mr Ali Abd Allatif      Manager of Baba Kanafah Restaurant, Basra, Iraq  
+9647716189227



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