

Ahmad Kreidieh

Milford, CT - Email me on Indeed: [indeed.com/r/Ahmad-Kreidieh/f9fd216dc09d14fa](https://www.indeed.com/r/Ahmad-Kreidieh/f9fd216dc09d14fa)

To engage in Management level & Software, Hardware level of Information Technology in an organization.

AREA OF KNOWLEDGE

• HR/Recruitment

-Provide job candidates by screening, interviewing, and testing applicants and notifying existing staff of internal opportunities. maintaining personnel records, obtaining temporary staff from agencies.

-Prepare employees for assignments by establishing and conducting orientation and training programs.

- Provide Professional attitude with handling sensitive data

- Pays employees by calculating pay; distributing checks; maintaining records.

- updating job requirements and job descriptions for all positions..

- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.

- Ensure plans are administered in accordance while using policies and documents to take the right action.

- Accomplishes human resources department and organization mission by completing related results as needed.

-Complete human resource operational requirements by scheduling and assigning employees; following up on work results.

• Relationship Management

- Team player, coordinating with co-workers and company clients.

- Ability to develop optimal plans and follow through to success.

- Provide market Plans according to relevant market specificities

- Research and closely analyze market strategies, both existing and new ones.

- Identify, evaluate and then develop effective marketing strategies based on objectives, market specifics and characteristics, as well as costs and markup factors.

- Discover sales and marketing opportunities and work closely with senior marketing director to raise sales total.

- Work hard - play hard, win-win professional attitude to work

• Promotion & Advertising.

- Work with department heads or staff to discuss topics such as budgets and contracts, marketing plans, and the selection of advertising media

- Plan advertising and promotional campaigns

- Plan advertising, including which media to advertise in, such as radio, television, print, online media, and billboards

- Negotiate advertising contracts

- Evaluate the look and feel of websites used in campaigns or layouts, which are sketches or plans for an advertisement

- Initiate market research studies and analyze their findings to understand customer and market opportunities for businesses

- Meet with clients to provide marketing or technical advice

- Coordinating.

- Follow office workflow procedures to ensure maximum efficiency

- Maintain files and records with effective filing systems

- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)

- Greet and assist visitors when they arrive at the office

- Perform basic bookkeeping activities and update the accounting system

- Deal with customer complaints or issues

- Monitor office supplies inventory and place orders

- Programming

- Write programs in a variety of computer languages, such as C++ and Java
Update and expand existing programs.

- Debug programs by testing for and fixing errors.

- Build and use computer-assisted software engineering (CASE) tools to automate the writing of some code.

Use code libraries, which are collections of independent lines of code, to simplify the writing.

- Networking

- Establishes network specifications by conferring with users, analyzing workflow, access, information, and security requirements, designing router administration, including interface configuration and routing protocols.

- Establishes network by evaluating network performance issues including availability, utilization, throughput, goodput, and latency, planning and executing the selection, installation, configuration, and testing of equipment, defining network policies and procedures, establishing connections and firewalls.

- Secures network by developing network access, monitoring, control, and evaluation maintaining documentation.

-Upgrades network by conferring with vendors developing, testing, evaluating, and installing enhancements.

-Protects organization's value by keeping information confidential.

-Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

WORK EXPERIENCE

Human Resources Manager

Bayt.com - June 2014 to July 2016

Human Resource Manager

Dr. Fakhry & Rajhi Hospital - June 2012 to June 2013

- Relationship Manager
- Coordinator Assistant
- IT Department
- Senior Marketing Assistant

• KEY RESPONSIBILITIES:

- Revise & Edit Software program for any bugs.
- Monitor and maintain database stability.
- Approach audience in manner and build goodwill.
- Persuade and explain why the product is beneficial.
- Monitoring hospitals network system to avoid intrusion or data corruption.
- Generating reports

BEHAVIORAL CHARACTERISTICS:

- Commitment to quality and results.
- Confident and focused.
- Convincing in nature.
- Sincere in attitude.
- Can adjust to any situation.
- Friendly but disciplined.
- Confident and focused.
- Convincing in nature.

PROFESSIONAL & SCHOLTIC QUALIFICARTION

EDUCATION

Bachelor in Management Information System

University College of Bahrain-Saar

July 2015

Diploma in Khobar

New World International School

2012