

Wisam Ghannoum

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SUMMARY

I'm a self motivated person with positive attitude, always willing to help people and provide aid. I have a good set of management and Decision Making skills, and can work with a team. I have the ability to work under pressure. Also I possess good listening and communication skills and i can describe my self as a Social person

WORK EXPERIENCE

01/2009 - 01/2010

Machine Operator

Private sector company

Responsibilities:

- Responsible for operating the machine, controlling the quality of the product and delivering the product to the customer
- meeting deadline on time

01/2010 – 01/2012

Sales Specialist

ANAS

Responsibilities:

- leading a team of sales associates
- meeting new and existing customers
- selling products and services
- resolving customer complaints
- establishing relationships with customers

01/2012 – 01/2013

Electrical Engineer

MAKAN for Electrical Designs

Responsibilities:

- Responsible for Designing Electrical Plans and blueprints
- preparing wiring diagrams
- Identifies the layout or plan, materials and procedures that are essential in order to implement an electrical system
- meeting schedule on time

01/2013 – 01/2018

Lecturer and Administrator

Al-Yarmouk University College

Responsibilities:

- lecture planning, preparation and research
- contact and teaching time with students
- checking and assessing students' work
- encouraging personal development via tutorial or pastoral work
- invigilating examinations
- attending staff meetings
- general administration
- writing research proposals, papers and other publications
- supervising Graduation projects
- attending and speaking at conferences and seminars

01/2018 – present

HR Manager

PurePlatform

Responsibilities:

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

EDUCATION

Bachelor Degree of Electrical Engineering

University of Technology - Iraq

2006 - 2010

Masters Degree of Electrical Engineering

University of Technology – Iraq

2011 - 2013

**ADDITIONAL
SKILLS**

Microsoft Office package: Microsoft Word, Excel, PowerPoint
Data Analysis
Accounting
Computer Languages
Graphic Design
Planning / Event Planning

REFERENCES

References available on request