

PERSONAL INFORMATION :

Cell Phone: 0506155454

Nationality: Syrian

Marital Status: Married

D.O.B: 30-5-1986

Email: jawad.talal.enad@gmail.com

LANGUAGES :

English 100%

Arabic (Natrive) 100%

EDUCATION :

AMA Computer science university
2009 -2005

New Horizon , Cisco Networking
2009 -2011

Direct Certificate
Grade 1
Grade 2

WORK EXPERIENCE :

(2006- 2012)

Worked In Eventic com

As Executive Assistant

Duties & Responsibilities:

- Review documents & Calendar management.
- Data entry & Handle information requests
- Client relations & Project planning.
- Organization & Attend meetings.
- Communication skills and time management.
- Solving problems & Help clarify their organization's point of view to its main audience through media press releases and interviews.
- Write speeches for organizational leaders
- Develop advertising and marketing communications material
- Prepare articles for corporate newsletters
- Accounting Skills- E-invoices, Employees Overtime, Follow up with company payments
- Monitor social, economic, and political trends that might affect their organization
- Recommend ways to enhance the firm's image on the basis of trends
- Communication with vendors and clients.
- Follow-up with KPI.
- Follow-up with the sales and procurement's Dep. & Financial management.
- HR SKILLS- follow up with Employees iqama, Visa, Oversee full-time employees

JAWAD TALAL ALENAD

CAREER OBJECTIVE :

I Am Assiduous to challenging and rewarding position would provide me with opportunity to employ my knowledge, Competencies and skills in order to achieve organizational goals, objectives and further professional development.

SKILLS :

Microsoft Outlook

Microsoft Excel & Word & PowerPoint

in communicate & Planning

Active Listening & Conflict resolution

Building Good Rapport & Data reporting

Team building & Analysis & Reliability



STRENGTH :

- Ability to work Under Pressure & Deals with full Commitment and Satisfaction
- Dedicated and Honest about Work & Ready to face every new Situations & challenges.
- Worked with flexibility in Understanding attitude

WORK EXPERIENCE :

(2012-2016)

Worked in Abdullah Hashem for GASES company

Assistant manager To the CEO

Duties & Responsibilities:

- Recruit, hire and coordinate the training of new staff members
- Design and implement business strategies to help the office meet organizational goals
- Manage staff by assigning and delegating tasks as needed
- Develop protocols and procedures to improve staff productivity
- Plan and manage the office budget and approve payroll
- Perform quarterly and annual employee reviews and provide constructive feedback on their performance to help them meet professional goals
- Ensure that all policies and procedures function in accordance with state and federal laws
- Verifying prices, incomes, and outputs financially, and following up with accountants
- Review documents & Calendar management.
- Follow-up with KPI.
- Follow-up with Clients & the employees

(2016-2019)

Worked In Al-Hamad Plastic and aluminum factory

As Assistant Deputy Manager

Duties & Responsibilities:

- Responsible for the archiving of project documentation and ensuring that Consultant can easily retrieve them.
- Prepare reports from the drawing register as required.
- Providing various reports for project management, Consultant, site, and personnel.
- File all superseded drawings and documents.
- Handling appointments and arranging meetings for the department of the manager

(2019-2022)

Worked in GYPTECH COMPANY LTD.

As Executive General Manager

Duties & Responsibilities:

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and keep minutes
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for executives
- Handle confidential documents ensuring they remain secure
- Prepare invoices or financial statements and provide assistance in bookkeeping
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Conduct research and prepare presentations or reports as assigned

(2019-2024)

Working at (Labiib solution Co.)

As Executive General Manager

Duties & Responsibilities:

- Responsible to purchase and supply of materials
- Determine the lowest cost for products,
- Track and record orders .
- Receive PO's and RFQ's
- Manage supply base
- Analyze market and delivery systems.
- Keep the Communications with the buyers and the suppliers
- Provide and improve a good service to our clients.

Find me on Linked in:

https://www.linkedin.com/in/m-jawad-enad-55691b179?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app