

CURRICULUM VITAE CV

FIRST NAME: ISMAEL
LAST NAME: CAMARA
NATIONALITY: Guinea
DATE OF BIRTH :10/4/1993
PLACE OF BIRTH: GUINEA
MARITAL STATUS: MARRIED
RELIGION: ISLAM



Residence Permits Available, and Transferable, Driving license Available.

CONTACT: +966599506499

Email: Ismailcamara725@gmail.com

language known: English excellent, French excellent, Arabic excellent.
Urdu very good.

PROFESSIONAL PROFILE: A Dynamic, Resourceful and hard working in different fields with excellent interpersonal skill and the ability to communicate concisely at all levels. A self-professional who has a lot to offer in term of enthusiasm with the ability to bring high standards to the workplace. enjoys being part of a successful and productive individual, proven through work experience and involvement with local clubs and organization. A good problem solver who enjoys helping people as much as possible. with excellent Customer care experience both face to face and over the telephone. I pay great attention to detail and would make a significance to the business.

Objectives: my goal is to reach my optimal potential and succeed as a team member as well as an individual seeking a progressive position at a leading company, that provides a healthy working environment where I can best utilize and develop my professional skills as well as serving the community to reach the company goals.

EDUCATION:

- 2006-2008- High Secondary School in Guinea.
- 2008-2009-i participated in the national Qur'an reading competition and I obtained a certificate.
- 2009 -2010-high teachers' college in sierra leone (H.T.C)
- 2012 -2016 - bachelor Degree, Major Computer Science in Ghana.

• **Other's skills training courses**

- 2017 -Computer full training in Saudi Arabia.
- 2017- 2018-Project Management Professional course in Egypt (PMP).
- 2018 – CCTV Camera Installation Training in Saudi Arabia Riyadh.
- 2019-2020-Diploma in Costumer Cervices at Alison.
- 01/09/2020-10/11/2020- Diploma in Document control management in Qatar

Work experiences:

2014-2016- **Secretary:** LAUNEUX Al Rajhi Company Riyadh.

Responsibilities:

- Answering and directing phone calls
- Organizing and distributing messages
- Maintaining company schedules
- Organizing documents and files
- Greeting business clients and guests
- Documenting financial information
- Maintaining and ordering office supplies
- Scheduling meetings and conferences
- Assisting executives with project tasks
- Supervising staff and new employees
- Coordinating with other organizations
- Implementing administrative procedures

2018- FIXED ASSET MANAGEMENT: INFOFORT ANARAMEX COMPANY RIYADH.

Responsibilities:

- Track and monitor fixed assets
- Oversee equipment and machinery in multiple locations
- Lower maintenance costs
- Improve operational efficiency
- Maintain a record of retired, sold, stolen or lost assets

warehouse storage experiences I worked well as part of an enthusiastic team using my own initiative when needed. Experience in using effective and promoting build up good working relationships with both Banking, private and public Asset management. Unpacking and checking of all new inbound and outbound to the specific department tagging items in order to facilitate the monitoring of Asset.

2019-2021 -Document Controller: INRAMZ ENGINEERING CONSULTANT

GROUP RIYADH I work in many Companies in Saudi Arabia as Document Controller in Construction Field, and Engineering Consultant, and Administration Department etc.

Responsibilities:

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g., manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed.

2016-2017-DATA ENTRY: IN INFOFORT AN ARAMEX COMPANY RIYADH.

Responsibilities:

- Preparing and sorting documents for data entry
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted
- Resolving discrepancies in information and obtaining further information for incomplete documents
- Creating data backups as part of a contingency plan
- Responding to information requests from authorized members
- Testing new database systems and software updates

2018-2019-Customer Services Representative: in ARAMEX RIYADH.

Responsibilities:

- Listen and respond to customers' needs and concerns
- Provide information about products and services
- Take orders, determine charges, and oversee billing or payments
- Review or make changes to customer accounts
- Handle returns or complaints
- Record details of customer contacts and actions taken
- Research answers or solutions as needed
- Refer customers to supervisors, managers, or others who can help.

2012-2014-Recruitment Specialist: in Africa Manpower in GHANA

Responsibilities

- Build and report on quarterly and annual hiring plans • Create and publish job ads in various portals.
- Network with potential hires through professional groups on social media and during events.
- Collaborate with hiring managers to set qualification criteria for future employees.
- Screen resumes and job applications.
- Conduct initial phone screens to create shortlists of qualified candidates.
- Interview candidates in-person for a wide range of roles (junior, senior and executive).
- Track hiring metrics including time-to-hire, time-to-fill and source of hire.
- Design, distribute and measure the results of candidate experience surveys.
- Train and advise hiring managers on interviewing techniques and assessment methods.
- Host and participate in job fairs.
- Follow up with candidates throughout the hiring process.
- Maintain a database of potential candidates for future job openings.

2015-2016-Administrative Officer in BIOTECH COMPANY IN RIYADH.

Responsibilities:

- . Answering telephone calls, responding to queries, and replying to emails.
- Preparing expense reports and office budgets.
- Managing office supplies and ordering new supplies as needed.
- Systematically filing important company documents.
- Forwarding all correspondence, such as letters and packages, to staff members.
- Scheduling meetings and booking conference rooms.
- Hiring maintenance vendors to repair or replace damaged office equipment.
- Assisting the HR department with job postings and interviews.

Other SKILLS AND EXPERIENCES:

1-Trustworthy,2- Sound work ethics,3- Maintains good correspondence,4- Basic knowledge of computer,5- Business communication,6- Self-motivated,7- Pleasant disposition,8- Presentable, personality, multitasking abilities, Organizing and Planning skills, Initiative, Interpersonal skills, Tenacity

Able to develop and implement policies and procedures skill in problem resolution and customer relation. and I have a great communication skill, I have a great experience in this tools 1-advance excel 2- O'Neil 3- Dynamic 4- Data entry tools. Excellent problem-solving skill able to work with productivity and instinctively with good initiative reliable, trustworthy and excellent understanding of customer care and good service. confluent in communication both over the phone face to face. Able to build good relationship with colleagues and customer.