

## Abdullah Hisham El-Asmar

AlDammam, Saudi Arabia | Tel: +966 507442433 | [Email :Copytoxin@live.com](mailto:Copytoxin@live.com)

### SUMMARY

**Nationality – Lebanese**

**Iqama status – Valid / Transferable**

A resourceful and diligent individual with professional experience gained through practical work environments. Highly capable of analyzing operational requirements, leading teams towards common goals, ensuring quality control, and developing solutions to help achieve strategic plans. Aspiring to join a reputable organization as a **Mechatronics Engineering** where I would be able to develop my career further, apply my expertise, and to contribute to the success and growth of the organization according to my high caliber and analytical capabilities.

### STRENGTHS

- **Leadership Skills**
- Communication Skills
- Stress Tolerance
- Client Relations
- Team Collaboration
- Positive Influence
- Interactive Listening
- Result Oriented
- Quality Assurance
- Process Improvement
- Research & Analysis
- Analytical Thinking

### EXPERIENCE

- **Supervisor for ILETS and School Exams at British Council (Al khobar)**
  - 2018-Present
  - Managing the exams and ensuring all the documents
  - Communicating and dealing with candidates according to the (Child Protection Policy)
  - Controlling and organizing a hall with 100+ candidates
  - Ensuring excellent customer service by collaborating with cross-functional departments and ensuring alignment of organizational objectives and customer experiences
  - Supervisor for Oct/Nov 2020 In Inspire international School .
  - ACCA Exams
  - APTIS Exams
  - Edexcel Exams
  - TKT
  - Heriot-Watt
  - Cambridge
  - Oxford
- **Flexible Solutions for machines and equipment repair (Al dammam industrial city) 2012 - 2017**
  - Expert in sales and customer services
  - Analyzed issues and provided recommendations for process improvement
  - Slight experience in motor and generators rewinding and servicing
  - Contacting and advising customers for the best solutions
  - Managing all invoices and documents for the workshop
  - Supervising all the employees and ensure the quality of the service
- **Marlboro Company 2012**
  - Mystery shopping
  - Logistics department for Dammam , Khobar , Hassa , Hafr albaten

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### ▪ **Ideal Crew ( Dammam )**

2019-2020

- Communication manager for the medical division
- Procurement senior
- Medical and disposables supplier for Aramco sub-contracts
- Crafting (purchase orders , Quotations , Delivery notes ,invoices) from scratch
- Ensuring quality and orders health before dispatching

## **EDUCATION**

### ▪ **Bachelor's Degree in Mechatronics Engineering**

2014 – 2021

*AMA international univeristy , Salmabad , Bahrain  
CGPA – 2.55 Grade / B*

- **Communication Skills course**
- **High school diploma with final grade 93%**  
*New world international school Alkhobar*

## **VOLUNTEER EXPERIENCE**

### ▪ **Volunteer at Bahrain international racetrack , Manama , Bahrain**

2016

- Helped organize an event for a racing competition event (60 Hours)

### ▪ **Volunteer at General Electric Dammam, Saudi Arabia**

2014

- Assisted with customer service and scheduling (490 Hours)
- Maintenance call center

## **LANGUAGES**

**Arabic ( Native )**

**English ( Fluent )**