

## CONTACT

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## OBJECTIVE

To secure a career opportunity utilizing my Management, Customer Relationship, Organizational and Communications skills to benefit of customer retention and business growth. I am Goal and Result oriented; a Cross-functional team-builder and Dedicated problem solver with solid follow-through. Dependable and an exceptional Public speaker and meeting facilitator; especially for presentations and webinars.

A Fresh graduate 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

## PROFESSIONAL CERTIFICATIONS

- Training Certificates
- MS Office
- Introduction to Invigilation
- Invigilating School Exam Certificate
- Supervisors and Assistant Supervisor Certificate
- Invigilating IELTS
- Invigilating IELTS UK Visa
- Invigilating Heriot Watt CBT Exams
- Child Protection Certificate

# ABDULLAH ELASMAR

An independent and self-motivated Mechatronics Engineer with proven and tested business, procurement, sales, Leadership and marketing skills. A strong link between theory and practice from a practical internship and a part-time job.

## EDUCATION

### AMA International University of Bahrain (Bahrain)

Bachelor's Degree in Mechatronics Engineering

March 2014 – April 2020

## SKILLS

- Advanced critical and innovative thinking skills
- Financial Management
- Project Management and Planning
- Communication and Negotiation
- Strong Desire to increase skills and knowledge
- Active Learner
- Business, Research and Data Analysis
- Complex Problem Solving
- Experience solving problems in real-world applications
- Extensive understanding of Marketing, Sales and Customer Service
- Proficient in Microsoft Office – Word, Excel, Access and PowerPoint
- Strong interpersonal and leadership skills
- Powerful oral communication skills, particularly in group settings
- Delegation and Strong time management skills
- Public Speaking and Presentation Skills

## PROFESSIONAL ATTRIBUTES

- With exceptional analytical skills, and a disciplined and persistent approach, applies principles, procedures and standards to solve challenging problems and delivery of suitable effective solutions.
- Able to multitask and work under pressure while maintaining calm, focus, accuracy and service levels, and meeting demanding deadlines.
- Strong verbal and written communication skills, and able to work well independently or as a supportive team member.
- Able to develop, present and facilitate workshops and seminars on leading edge engineering products and support systems.

## PROFESSIONAL COURSES

- Risk Management
- Introduction to Management
- Statistics
- Accounting
- Introduction to Entrepreneurship
- Introduction to Computing
- Computerized Accounting
- Advertising
- Management Information System
- Marketing
- Small Business Management
- Business Ethics
- Quality, Marketing and Strategic Management
- Management Accounting
- International Business & Marketing
- Human Resource Management
- Financial Management
- Operational and Production Management
- Management Change and Diversity
- Franchising
- Managing Company Finance
- Service Marketing

## COMPUTER SKILLS

- Practical experience with computer assembly and disassembly
- Experience with computer maintenance
- Experience Installing and configuring peripheral parts, components, and drivers
- Knowledge and experience with power supply units
- Knowledge of network cards and video graphics card
- Knowledge of hard disk controller card on PC systems
- Knowledge and use of security systems and firewalls
- Trouble shooting desktops, laptops, and servers
- Troubleshooting skills in problems with complex software and hardware
- Experience with applications and programming
- Experience installing software and applications to a personal standard
- Complete understanding of computer hardware
- Complete technical understanding and use of software
- Ability to configure and maintain organizations internal computer network
- Expert experience with troubleshooting computer hardware related problems
- Experience managing network security tools
- Identifying network performance issues
- Troubleshooting, solving and documenting network connectivity issues
- Designed a memory unit and input-output subsystem

## WORK EXPERIENCE

### Flexible Solutions for machines and equipment repair– Full Time

October 2016 – 2018

- Plan and coordinate administrative procedures and systems using (Alameen)
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the workshop
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and tradespersons (e.g. electricians)
- Organize and supervise other office activities
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments
- Responsible for collecting dues for each individual admitted to the institute
- Handling of potential queries regarding admissions
- Handling Payrole for employees

### British Council

#### Exam Executive Supervisor for Dammam and Khobar – Part Time

October 2018 – Present

- Responsible for preparing examination rooms before students enter.
- Required to give out examination papers, give instructions to students, ensure that the exam starts and finishes on time and check that all unauthorized items such as cell phones are cleared from desks before the exam starts.
- Responsible to ensure the exam is conducted fairly
- Staying In contact with the exam board (Cambridge, Oxford, Edexcel , Pearson )
- Weekly and month planning according to the schedule provided by the board (Preparing the venue, Assigning each candidate with a desk label and creating a seating plan that matches the venue hall )
- Responsible for patching and dispatching from board to KSA and vice versa by creating airway bill (DHL)
- Responsible for dispatching exam papers for Alhassa and Jubail weekly
- Assisting in customer service department by registering candidate for exams
- Supervisor for IGCSE exam in Inspire international school (Oct/Nov 2020)
- Invigilating IGCSE exams (may/june & Oct/Nov 2019)
- Responsible for training new staff members (Shadowing)
- Booking invigilators and Examiners for exams in the designated date and time

### Marlboro Company– Seasonal

May 2017 – Dec 2017

- Oversee and approve marketing material, from website banners to hard copy brochures and social media
- Lead the marketing team
- Deploy successful marketing campaigns and lead their implementation with the marketing team
- Mystery Shopper
- Assisting Logistics department in Dammam

### Ideal Crew (Operation Senior) in medical division – Full time

January 2019 – March 2020

- Completed the payments and controls expenses by receiving, processing, verifying, and reconciling invoices
- Responsible for providing clients with Quotations, Delivery notes, Invoices)
- Assisting in purchasing from suppliers
- Quality check before dispatching orders to clients and double checking the materials and quantities according to the approved purchase orders
- Excellent relationship with vendors
- Temporary worked as a communication manager when the actual manager was on a leave (3 months)
- Responsible to contact and achieve credit from clients.

## HOBBIES

Stocks trading

Travel

Reading

Teaching

Public speaking

## CITIZENSHIP STATUS

Lebanese Citizen

Valid Saudi Transferable Iqama

## REFERENCES

Available Upon Request

## VOLUNTEER EXPERIENCE

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- Volunteer at Bahrain International circuit, Manama Bahrain 2016
  - Helped in organizing the event and ticketing (60 Hours)