



EYAD HUSAIN ALQAROONI

Project coordinator

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A result focused, self-motivated organized and skilled in interpersonal communication. Resourceful project coordinator with an in depth Understanding of all aspects of project coordination and implementation.

Experience of supporting the delivery of new and existing products and business enhancements that Enable individuals and organizations to improve the quality and productivity.

Now looking forward to making a significant contribution with an ambitious Company that offers opportunities for progression.

PROFESSIONAL CAREER HIGHLIGHTS

- **MRP Specialist for Bahrain Workshop Company** August 2019 - present
Coordinated with management regarding status of material requirements and production problems.
- **Project Coordinator for Bahrain Workshop Company** July 2014 to August 2019
With overall operational responsibility in maintenance and purchase department.
- **System Specialist for Bahrain Workshop Company** October 1999 – April 2014
IT department overall responsibility with cost savings in paperless office and IT system administration.
- **Head of IT department Bahrain fiberglass international** July 1997 -September 1999
IT department overall responsibility with cost savings in paperless office and IT system administration

December 2011 **BACHELOR OF SCIENCE in IT information Technology and computing**

ARAB OPEN University BAHRAIN

Graduation project: Using YouTube in the classroom for remote education (achieved well above average Mark for this project.)

1997 **The Secondary School General Certificate Science**

ISA TOWN Secondary Boy School

Prizes awarded during studying at high school:

1. **1994 Science Day:** First Prize for Project of developing blind user keyboard using Q-Basic 2.1 and ASCII dongle as a signal converter.
2. **1996 Science Day:** Second Prize for Project of controlling and fire extinguishing from Remote Area.
3. **1997 Science Day:** First Prize for project of helping deaf mother in locating things in the home. Second Prize for Research about water sources and pollution problem.

WORKSHOPS & SHORT COURSES

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|-----------------------|--|
| 28/06/2020-30/06/2020 | PMI-Agile Certification Preparation Training |
| 26/03/2020-29/03/2012 | PMP Certification Preparation Training |
| 20/02/2011-22/02/2011 | Finance for Engineers "Cost Management and Project Evaluation |
| 06/11/2012-08/11/2012 | Time Management |
| 01/12/2012-03/12/2012 | Work Ethics |
| 28/01/2013-31/01/2013 | Adding Employee Value |
| 27 February 2013 | Seminar by Deepak Chopra "The Soul of Leadership" |
| 18/07/2013-21/07/2013 | Stress Management |
| 20/10/2013-22/10/2013 | Heart Saver First Aid Course |
| 30/11/2013-04/12/2013 | Body Language |

Certifications Renewal:

| | | |
|--------------|--------------|---|
| Nov 2020 | PenTest+ | CompTIA Cybersecurity Professionals |
| Oct 2020 | CLF-C01 | AWS Certified Cloud Practitioner |
| Sept 2020 | CySA+ | CompTIA Cybersecurity Analyst |
| July 2020 | SAA-C02 | AWS Certified Solutions Architect Associate |
| July 2020 | PMI-ACP | PMI Agile Certified Practitioner |
| June 2020 | CCNA 200-301 | Cisco Certified Network Associate |
| May 2020 | PMP | Project Management Probationals |
| October 2018 | A+ | CompTIA A+ Certified Professional |

EMPLOYMENT HISTORY

July 1997 -September 1999 **BAHRAIN FIBER CLASS INTERNATIONAL** Kingdom of Bahrain

1. IT system Specialist

Worked as hardware and system specialist, handled all calls for computer assistance by BFG employees. Install, maintain, and upgrade hardware and software of computerized systems, performed routine LAN administrative duties as required, follow established practices and standards for workstation configurations, naming conventions, and other established procedures.

Maintain awareness of advances in information technology and recommend modifications to BFG IT info Structure systems as Required.

October 1999 – April 2014 **Bahrain Workshop Company W.L.L.** Kingdom of Bahrain

2. IT system Specialist – Engineering Division

Conducted basic computer repairs such as maintenance and software updates, identified issues in hardware, software, networking and New User Training.

Supported multiple company servers and applications to host systems at user sites to help users manage workflow as efficiently and smoothly as possible. Proactively scheduled and performed preventative maintenance and troubleshoot users reported problems. Installed and configured software and peripherals. trained users on enterprise and non-enterprise solutions. Periodically contacted users to ensure that incidents were documented and closed in timely manner and within established guidelines

July 2014 to August 2019 **Bahrain Workshop Company W.L.L.** Kingdom of Bahrain

3. Project Coordinator – Engineering Division

Reporting directly to the Manager, heading the manufacturing facility of the Engineering Division for Bahrain Workshop Company with a team over 200 people.

Overseeing and coordinating the day to day running of projects by assisting production in charge and senior management. Also involved in the development, updating and monitoring of business and action plans.

Part of the team responsible for the start-up and business development of newly acquired Joint Venture facility within Saudi Arabia to service Ma'aden Aluminium smelter plant.

August 2019 – Present **Bahrain Workshop Company W.L.L.** Kingdom of Bahrain

4. MRP specialist Engineering Division

Administrating the movement of material from receiving to production, formulating raw material requirements and scheduling requirements and supervising material movement with warehouse, purchasing and production.

Bargaining lead times plus price with suppliers and coordinated schedules for timely delivery.

Duties:

- Assisting and supporting the Project Team in their daily duties.
- Ensuring that relevant management information is captured and analysed.
- Providing project support to senior Managers.
- Reviewing the efficiency and effectiveness of service delivery.
- Acting as administrative support to Managers and Directors on projects
- Resolving any financial queries that are raised.
- Keeping in close contact with key project members and decision makers.
- cost review meeting with upper management.

Languages

Arabic

Native

English

Business Fluent

Career Project Highlights

- **Jan 2012 to Aug 2013 Maaden Aluminium company Saudi Arabia**
In This project Bahrain workshop award the manufacturing and fabrication of 21500 Anode Assembly.
- **May 2016 to Feb 2017 Liquid Metal Alba “ Aluminium Bahrain “ Line 5 Crucibles**
In This project Bahrain workshop awarded the fabrication of 30 liquid Metal Alba Line 5 Crucibles.
- **July 2017 to April 2018 Baskets Mueller Middle East Bahrain**
Manufacture and supply of 50 Numbers of baskets.
- **Mar 2017 to Nov 2018 Alba “ Aluminium Bahrain “ line 6 expansion project**
In this project Bahrain workshop awarded the fabrication of 16800 Anode assembly.
- **Dec 2018 to May 2019 Alba Line 6 Anode Pallets and crust bins**
In this project Bahrain workshop awarded the fabrication 284 Anode Pallets and 305 Crust bins.
- **Jul 2019 to Jan 2020 pot cover for electrolytic cell of Mozal aluminium smelter**
In this project Bahrain workshop awarded the fabrication of 8200 pot hoods
- **Feb 2020 to August 2020 IaaS Infostructure as a Service Project foe BWC**
 - a. Phase one of the project 26 user Email Migration from google G suite to Microsoft office 365 including Contacts, Photos and the Documents.
 - b. Phase Two of the project Cloud Migration of BWC DC*, AD* and File server “26 TB” of Data using HOSTUS as a service Provider.

***DC = Domain Controller**

***AD = Active Directory**

KEY SKILLS AND COMPETENCIES

- Self-motivated with a flexible attitude and be able to adapt quickly to change.
- Leading, engaging and building confidence in project staff.
- Having exceptional interpersonal, communication and motivational skills.
- Proven ability to stay within approved budgets, schedules & achieve objectives

IT EXPERIENCE

- Windows server environment and backup system
- Proficient with all Microsoft Windows based o/s and upgrades.
- Proficient with Microsoft office, word, excel and MS Project.
- Proven ability to communicate effectively in diverse environments.

INTERESTS & HOBBIES

Food: I love finding new foods to try, going to new restaurants, and of course cooking. I always believe that food is the way to anyone's heart. You can tell so much about a person based on their eating habits and style.

Reading: helps develop my English and communications skills.

Travel: I absolutely love to travel around the world. It broadens my cultural knowledge and awareness.

Sports: Cycling, swimming and walking

References - Available on Request