

Mohamad Abdullah Khayat

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Nationality: Lebanese

Marital Status: Single

Profession: ERP Specialist

Objective

Searching for a career path in systems analysis and development where I can contribute and gain experience in the field that I am always interested about.

Education & Achievements

Lebanese International University (Lebanon-Beirut)

Bachelor's in computer science

Senior Project: The Project was named: "Fast Emergency Response" and was to optimize time emergency cases. The system was made of two subsystems the first which is the web system (ASP.NET, JavaScript, jQuery, CSS) and it was used for managing the database, and the other was an android app that was used for requesting help in emergency case, managing appointment, and profile. In this Project our team gained more experience in ASP.NET and explored and learned new aspects in WCF Using JSON and Android Platform.

Experience

Jun 2018- Present

ERP Specialist in Arkad Engineering & Construction (Khobar - KSA)

Business Process Analysis

- Meet with department managers and functional users to define and analyze business processes and data structure
- Convert business objectives and requirement into functional and system specification
- Coordinate and approve with department managers on the business requirement before development and implementation
- Develop new business architecture and organization chart as per board member inquiry and business need
- Coordinate and assist the implementation team to enhance the development of required interfaces
- Use of ARIS & VISIO platforms to translate the business processes into EPC workflows, approval cycle, and organization chart
- Ensure development & implementation is completed on time and within the budgetary limits

Other Tasks

- System Admin on Web Help Desk Software a product of SolarWinds WorldWide
- IT assets management responsible

Jan 2017- Jun 2018

Controls Coordinator in Arkad Engineering & Construction (Khobar - KSA)

Systems Analysis & Design

- Process automation
- System Workflow design & improvement
- System analysis & design
 - Requirement analysis (Abstract, Objectives, Problem statement, vision, scope, constraints, and documentation)
 - Use case diagram (Use case table)
 - Dependency diagram
 - Narratives (Front-end design, and entries)
 - Database design (Conceptual data model “CDM”, Physical Data Model “PDM”)
 - Sequence Diagram
 - Data Flow Diagram “DFD”

Work force Coordination

- Manpower Coordination
 - Coordination with planners for plan update (Change of scope, Plan shifting, Manpower variance)
 - Recommend on employee mobilization or termination according to direct manager evaluation and manpower plan
- Manpower Mobilization (Track and approve mobilization requests across projects)
- Recruitment coordination
 - Inform recruitment team on the manpower requirements needed according to plan
 - Send special requests for the recruitment team on urgent key positions
 - Approving/Rejecting recruitment requisitions on the company’s recruitment module
- Developing weekly reports
 - Actual VS planned manpower variance analysis
 - Current actual manpower
 - Weekly Manpower progress (Termination, resignation, mobilization, Promotions, Newly Joined)
 - Current rental manpower and analysis

June 2015 - Jan 2017

Store Manager in Redy Supermarket (Sodeco & Nabateyeh - Lebanon)

- Mainly my work was as Operation Manager
- Manage staff Schedules
- Make sure products are delivered, stored, and displayed in a correct way
- Weekly replenishment orders to prevent any stock shortage
- Organizing offers and the image of the supermarket directly with the CEO
- Reporting daily to the CEO the progress done this day
- Solving daily transfer and receiving issues

- Treasury manager for the branch I was managing
- Ensuring all operations and customer service is satisfying the customers

July 2013 - June 2015

Treasurer Supervisor at BSAT Supermarket (Sidon - Lebanon)

- Supervise Treasurers and solve technical problems
- Talk with customers that face problems with treasurers and item prices
- Close treasurer's cashbox at the end of day, and do tender
- Prepare next day floats for treasurers
- Cover shortage in cashier when found

Software Skills

- Database Programming:
 - Structured Query Language (SQL)
- Web development
 - HTML
 - ASP.NET (C#)
 - Java Script
- C-Sharp, WPF, Visual Studio
- Java Programming:
 - Basic and Intermediate Java (Microsoft and Net beans)
- AutoCAD
- Microsoft Suite
 - Excel (With VBA Code)
 - Office
 - Power Point
- Operating Systems
 - Windows
 - Linux (Ubuntu)

Personal Skills

- Competent technical person with vast experience in technical issues
- Dedicated, self-motivated achiever who is committed to success and can adapt juggling multiple tasks in a high pressured-environment
- Solid communicator with exceptional team-building skills & Strong problem solver
- Tech Savvy that is enthusiastic in reducing work by utilizing technology

Certificates

Official certification from Cisco Company in CCNA-1 Routing and Switching

Languages

Arabic: Native

English: Fluent