

AHMAD AL MAJTHOUB

COMMUNICATION & ELECTRONICS ENGINEER

CAREER OBJECTIVE

A challenging position is sought with a progressive organization where I can make good use of, and further develop, my broad based and thorough education and experience. A high level of commitment and professionalism is offered in return for challenge, job satisfaction and the opportunity to grow and gain a favorably experience.

PERSONAL PROFILE

A hardworking, self-motivated and responsible character with an outgoing personality and excellent communication skills that enjoys meeting challenges and seeing them through, while remaining confident and good-humored under pressure. A problem-solver with the ability to adapt well to new situations and to work as an effective team member.

PREVIOUS EDUCATION

Beirut Arab University

Class of 2008

BE in Communications and Electronics

N.E.I.G.B. School

Class of 2003

Baccalaureate Part II/Life Sciences Degree

Primary and secondary years

HIGHLIGHTED SKILLS

- Strong communication skills
- Work & lead under pressure.
- Strategic Planning
- Performance Metrics
- Quick Learner
- Process Improvement
- High adaptation

CONTACT INFORMATION

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WORK HISTORY

OPERATIONS COORDINATOR

EcoLife Properties S.A.L., March 2018 – Present:

- Assist Managers in day-to-day coordination and management of business operational activities.
- Monitor, control and manage operations to meet clients' expectations and company goals.
- Coordinate between office staff and on-site staff to ensure smooth operations delivery.
- Coordinate and manage project tasks to ensure project delivery within budget and timelines.
- Ensure compliance with company standards and procedures.
- Evaluate current operational performance and strategic plan for improvements.
- Provide direction and guidance to internal teams to achieve performance targets.
- Identify problems in operations process and resolve them in a quick and timely manner.
- Follow standard operating procedures for efficient business operations.
- Follow up with subcontractors contracts' expiry date, renewal or cancellation.
- Prepare and follow up all quotations needed for Purchase Requests and Service Requests then prepare comparison sheets.
- Manage and negotiate contracts with subcontractors.
- Ensure procurement activities are managed, developed and implemented in accordance with specified parameters meeting time-frames, budgets and objectives.
- Develop and implement all purchasing policies and procedures in partnership with the operations and accounting department.
- Create/Cancel Purchase Orders for approvals and follow up.
- In charge of all systems and software used in the Operations department.
- Communicate with clients when needed to ensure all related requests are properly approved and processed.
- Coordinate with contractors and suppliers to obtain best price, meet specifications and stick to time frames.
- Maintain clear and accurate operations documents/procedures for each project.

SECURITY & SAFETY SYSTEMS ENGINEER

Innovative Contractors for Advanced Dimensions, Jan 2015-Jan 2016

Knowledge and experience for different systems manifested in:

- Production of shop drawings for various systems in accordance to specifications and standards.
- Coordinating and Supervising different tasks and work schedules regarding different systems to meet time limits.
- Inspection of on-site execution at different stages of any system. Problem analysis and solution submitting.
- Fire Alarm system (FAS)
- Voice Evacuation system (VES)
- Security Access Control system (SACS)
- Public Address system (PAS)
- Master clock system (MCS)
- Nurse Call system (NCS)
- Child Abduction system (CAS)

WASH COORDINATOR/ACTING PROJECT MANAGER

WORLD VISION , October 2013- January 2015

- Finalizing purchase request forms (PRF)
- Supervision and follow up with WASH officers.
- Generating different reports (progress, reachability, performance).
- Keeping track and maintaining budget burn rate.
- Handling weekly and monthly staff assessments.
- Coordinating with partner organizations to achieve holistic results.
- Regular meetings with official authorities (ex. the Lebanese Water authority) to update progress and set basis to future projects.
- Distributing, coaching and follow up on required tasks amongst the staff in 3 different Cazes in Lebanon (Saida-Tyr- Bint Jbeil).
- Continuous follow up on emerging problems in a highly variable context to provide immediate adequate solutions.
- Planning and scheduling different phases of the project for smooth and on time delivery.
- Aiding the staff in better understanding and achieving results within international standards and in a timely manner.
- Organizing weekly sit-downs to discuss progress and problems regarding the project and/or other inter staff issues.

QA/QC Low Current Systems Engineer

Saudi Oger LTD. , June 2009 – Oct 2012:

- Supervising the correct execution of the quality plan.
- Onsite inspections for material and/or works execution and result to ensure quality is maintained.
- Handling RFI scheduling.
- Assigning different tasks to specialized team members.
- Daily and Monthly basis reporting.
- Coordinating with contractors to meet specifications and time frames.
- Processing consultant's requests to ensure smooth flow.
- Representing the company in consultant's meetings to update work progress.

NGO & INGO EXPERIENCES

- Social Movement: Shelter responsible during the 2006 Israeli war. [Voluntary]
- Scouts Leader in the Lebanese Scouts Association. [Voluntary]
- Lebanese Red Cross (EMS division) [Voluntary]
- LADE (Lebanese Association for a Democratic Election) [Voluntary]
- World Vision (Field Operations Coordinator for DFID project – starting date: October the 7th till end of December 2014 – Started off as a coordinator for one area, and moved through to handle all three areas (Saida, Tyr and Bint Jbeil). In addition to that, acted for the position of Project Manager in the last few months) [Employment]

TECHNICAL SKILLS

OS/Platforms: Windows, Mac OS
Microsoft Office
Networking: Succeeded the CCNA course Schematic Drawing and PCB
Auto-cad (2D)

HOBBIES AND INTERESTS

Music
Reading and writing
Camping and most nature activities
All that is related to technology