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➤ **EDUCATION**

Arts, Science & Technology University in Lebanon (AUL), Jadra, Lebanon

Master of Science, Computer & Communication Engineering	2014-2017
Bachelor of Science, Computer & Communication Engineering	2011-2014

Makassed High School, Saida, Lebanon

High School Diploma	2007-2010
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➤ **Work**

Advanced Systems Company, Al-Sharq, Kuwait
Senior Qa/Qc Engineer

Jan 21-Present

Kuwait National Guard: “Sheikh Salem Al-Ali Al-Sabah Camp”

- Designing quality standards, inspecting materials, equipments in addition to determining corrective actions
- Sending daily reminder and report to the client, consultant and the main contractor about the status of the work done / to be done, in addition to sending letters in case there is any issue
- Tracking and updating the complaints:
 - a) Checking system updates related to the complaints and giving instructions to the site team to fix it and be sure they are closed within the time needed
 - b) Following up with the main contractor, QA/QC team and the consultant to be sure that the solutions are accepted

- Closing the complaints in the letters received and tracking it:
 - a) Defining the issues mentioned in the letter and assigning tasks to QC team to fix it
 - b) Making sure that letters are properly closed
- QC self-audit:
 - a) Auditing the site to make sure that work has been done as per project standard and approved methods
 - b) Issuing complaints internally and following up with site team to close

**RSM Kuwait, Al-Sharq, Kuwait
Associate, IT Business Consulting**

Nov 17-Dec 20

**RSM Kuwait, Al-Sharq, Kuwait
Associate, IT Business Consulting
Beirut, Lebanon (Remote Working)**

Aug 14-Nov 17

Scheme of projects worked with:

1. Kuwait National Guard – KNG:

Paperless Office Solution:

- Ensuring that all client job roles within KNG are accounted for the understood. Once interviews conducted, documenting KNG current and future business processes for the business areas HR, finance, logistics, medical, and projects in Visio template created for each one
- Testing Visio templates in real world scenarios (Provision program). Ensuring coherency and accessibility for final deliver
- Creating modern technical innovation for the KNG in providing systematic change from hardcopy to softcopy procurement within all levels of governmental operations
- Undertaking the review of SAP applications to meet the requirements of the client and ensure that product delivery meets with efficiency
- Sending weekly report about the status of the work done in addition to daily reminder for the upcoming work

2. Kuwait Telecommunication Company (VIVA):

Asset's tracking:

- Tracing all sites assets set up by VIVA company
- Constant communication with VIVA to ensure efficiency in data collection and procurement

Reconciliation (Excel):

- Cost evaluation and tracking for expenditure for VIVA products purchases
- Constructing excel files for up-to-date monthly procurement cost
- Arising solutions for problematic issues

Sending weekly report about the status of the work done in addition to daily reminder for the upcoming work

3. Capital Market Authority (CMA):

- Understand and document the current business process from various departments and sections, including procurement, budget, human resources, treasury, salaries and the involvement of IT department in this regard
- Provide recommendations, wherever needed, to eliminate manual work, and causes of delays, to have a smooth operation of the business
- Sending weekly report about the status of the work done in addition to daily reminder for the upcoming work

4. Ministries Complex:

- Understand and document the current business process from various sections
- Assistance in providing the gap analysis report regarding the business processes
- Providing recommendations report to enhance the business processes
- Sending weekly report about the status of the work done in addition to daily reminder for the upcoming work

5. Government Entity:

Providing recommendations for improving the performance of Project Management Office (PMO) in:

- Financial Management
- Project Reporting and Review
- Project Resource Management
- Quality Management
- Risk Management

> TRAINING

**International Computer & Communication Systems (ICC),
Converged Network Solutions (CNS), Beirut, Lebanon**

Apr'17

1. Studying CCNA R&S course and practiced on labs using packet tracer file
2. Accomplishing the final lab exercise for CCNA R&S course
3. Studying the below list of network security topics with lab practice:
 - ASA firewall
 - IPsec VPN
 - Layer 2 security

MTC Touch, Beirut, Lebanon

Jul 16-Aug 16

1. General overview on the core network
2. Roaming database review, audit and cs & ps core network
3. Core processes review and documentation
4. Configuration and connectivity references generation and update
5. Stats / reporting generation

> LANGUAGES

Arabic & English

> REFERENCES

To be furnished upon request.