

# Fatima Majed

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NATIONALITY: LEBANESE

## CAREER OBJECTIVE

Develop my knowledge and skills for the benefit of the organisation and further to learn and understand the intricacies of Telecommunications and business market

## EDUCATION

Jan 2008 - Feb  
2010

**Master of Business Administration MBA**  
**Lebanese American University**

**Relevant Modules:** Financial management, Quantitative Analysis, Multivariate Analysis, Business Economics, Research Methods in Business, Business Valuation, Management Theory, Marketing Management, Organizational Behaviour, Services Marketing, Consumer Behaviour, Exploring & Managing The Future.

**Final Year Project:** ***Business College Education and Market Premiums.***

2002-2007

**BE. Communications and Electronics Engineering** (*Graduated with Distinction*)  
**Beirut Arab University**

**Relevant Modules:** Optical Communication, Microwave Devices, Digital Signal Processing, Antennas, Communication Systems, Digital Integrated Circuits, Digital Communications Theory, Microwave and Optical Transmission, Analog Communications Theory, Electromagnetic Waves and Accoustics, Signal Processing, Analog Integrated Circuits, Microprocessors Interfacing and Applications, Electromagnetic Fundamentals, Semiconductor Devices, Logic Circuits and Logic Design, Electronic Circuits, Data Structures and Algorithms, Electric Power Engineering, Network Analysis, Solid State Electronics, Fundamentals of Electric Circuits, Introduction to Digital Computers, Technical Report writing, Engineering Economics, Project Management .

**Final Year Project:** ***Microwave six ports Network.***

2005-2006

**CCNA (Cisco Certified Network Associate)**  
**ACT**

Certificates: CCNA 1 (Networking Basics) , CCNA 2 (Router and Routing Basics) , CCNA 3 (Switching Basics and Intermediate Routing) , CCNA 4 ( WAN Technologies)

2001-2002

**Lebanese Baccalaureate in Life Sciences**  
**Saint - Joseph de l' Apparition**

## Work Experience:

June 2011-Present **ALFA : Senior Radio Optimization engineer**

- Contributing to the development of the mobile network projects and evolution plans
- Analysis, studies, and test new optimization projects
- Managing projects related to 2G/3G/4G, through the following: studies, dimensioning, follow-up of the installations, coordination with all related departments, continuous follow-up with the supplier and acceptance tests
- Recommending optimization measure for the network
- Suggesting Solutions in order to enhance the quality of service
- Planning the 2G, 3G, 4G network evolution in coordination with the HoU
- Monitoring and ensuring acceptance KPIs for the new sites to be suitable with existing network and monitor the Network KPIs,
- Working to enhance the Network and prevent any degradation during the Expand of the Network, and also to enhance the QoS offered to the End users
- Troubleshooting problematic cells / parameters tuning/ performance monitoring and improvement of the Radio Network (2G/3G/4G)
- Detecting and leading with operational entities all radio network problems according to agreed timing and standards set, in addition to detecting and highlighting radio network deficiencies
- Enhancing the main KPIS (Accessibility - Retainability - Mobility- Traffic Trend-Through
- Conducting drive test analysis for periodic test and problematic Areas
- Sharing recommendations for needed parameters and upgrades to Enhance Network KPIs and User Experience
- Conducting Neighbours Optimization (intraFreq-interFreq-InterRat)
- Preparing requested Reports for Top Management
- Checking VIP Complaints and run the Traces to track Problems Route

2010 **MHD Telecom Company: Business Developer & Financial Administrator (8months)**

- Management of Clients and Vendor accounts.
- Generating various reports - Business, Profit, Traffic and QoS etc.
- Monitoring Online CDR panel for the end customer
- Coordinating with suppliers and customers

2008-2010 **LAU: Graduate Assistantship**

2007-2008 **BAU: Matlab Instructor**

#### Training Courses:

- *Risk Management (May 2013)*
- *Strategic Thinking & Planning (October 2012)*
- *Project Management Professional (PMP) (June-July 2012)*
- *OSS RC 10.3 System Admin (September 2012)*
- *Astellia Training (January 2012) PSM, Cigale GPRS*
- *Ericsson WCDMA W10 HSPA System Techniques (July 2011)*

#### Training Experience:

- **Civil Aviation** (June 05,2006 until July 05, 2006)

A Directorate General of Civil Aviation for Ministry of Public works and Transport in Lebanon's Republic

- Radar
- Instrument landing systems (ILS)
- Doppler VHF Omni Directional Range (DVOR)
- Distance Measuring Equipment (DME)
- Voice Communication System (VCS)
- Voice and Data Recording System
- Aeronautical Fixed Telecommunication Network (AFTN)

- **Cable one-Vega system** (August 01,2005 until September 01,2005)

A telecommunication company responsible for networking in Lebanon and worldwide.

- Configuration and implementation of frame relay and Wi-Fi access points.
- Hands-on experience with configuration of Cisco routers Motorola Frame-Relay switches, Bayly/LoopTelecom E1 Multiplexers and Wiman Frame-Relay radios.
- Configuration and installation of Microwave E1 radios and broadband systems.

**OGERO Telecom, Lebanon** (July 12, 2004 until September 05, 2004)

A telecommunication company responsible for operating the fixed telephone network in Lebanon

#### **Intelligent Networks Department Trainee**

- GSM
- Operation and configuration of digital transmission systems.
- Digital Microwave
- Fiber Optic Network, and Synchronization Network
- A hands-on project about National and International Transmission and Multiplexing. Configuring Add Drop Multiplexers (SMA-1 and SMA-4). Fiber Optic splicing, and testing by the use of OTDR (Optical Time Domain Reflectometer).
- Microwave Antenna, wave guides, Radio equipment used in Alcatel and Siemens.

**Beam**

An Electro-mechanical company (July 20,2003 until September 01,2003)

- Sketching and Designing maps using AutoCad.

#### Computer Skills:

- Microsoft Office (Word, Excel, PowerPoint, Microsoft project, Visio)
- SPSS
- STATA

#### ADDITIONAL Skills

- Very fast learner
- Adaptable to any environment
- Maintains professional relationships internally and externally
- Ensures confidentiality of information
- Communication skills
- Analytical skills
- Organizational skills
- Initiative sense
- Conflict management
- Professional curiosity

#### LANGUAGES

##### **Arabic:**

Reading: excellent  
Writing: excellent  
Speaking: excellent

##### **English:**

Reading: excellent  
Writing: excellent  
Speaking: very good

##### **French:**

Reading: excellent  
writing: excellent  
Speaking: very good

#### REFERENCES

Available upon request