

AHMAD AL MASRI

PMP | Office Manager | Recruitment Specialist | Resume Writer

PERSONAL PROFILE

- Highly motivated individual looking for entry-level Project Manager position; to deliver project objectives within stipulated time, resource and budget constraints, and to align project execution with the strategy and ethics of the organization

CONTACT DETAILS:

Phone: 0096171621787
Date of Birth: 28/06/1989
Nationality: Lebanese
Email: ahmadalmasri177@gmail.com
LinkedIn: <https://www.linkedin.com/in/ahmad-a-179701156>
Lebanon

SKILLS

- Marketing Skills
- Recruitment
- Leadership
- Negotiation
- Team Management
- Team Building
- Problem Solving
- Conflict Resolution
- Copywriting Skills
- Content Development Skills
- Time Management and Organizational Skills
- Communication and Presentation Skills

LANGUAGES

- English (Fluent)
- Arabic (Native)
- French (Fluent)

REFERENCES

Available upon request



CAREER HISTORY

RECRUITMENT SPECIALIST

Facilitate.Int, Oct 2022-present

OFFICE-PROJECT MANAGER | STORE MANAGER | RECRUITMENT SPECIALIST

Bloom Authentic Outlets, Sep 2022-Oct 2022

- Oversaw local and regional sales, promotions and campaigns
- Planned and directed the hiring and training of new Sales Representatives
- Directed and coordinated all sales activities locally and regionally
- Prepared sales budgets and projections and approved expenditures
- Tracked and analyzed sales statistics based on key quantitative metrics
- Handled and resolved customer complaints regarding a product or service
- Set discount rates and determined price schedules
- Advised distributors and dealers on policies and Standard Operating Procedures (SOPs)
- Served as the face of the organization to internal and external partners
- Made data-informed decisions to drive performance and resource allocation
- Developed and maintained relationships with key clients
- Set sales quotas and goals
- Oversaw and direct performance of the sales team
- Identified emerging markets to find new sales opportunities
- Defined and executed territory sales plans

RECRUITMENT SPECIALIST

Fidelity Insurance, Sep 2022-present

- Build and report on quarterly and annual hiring plans
- Create and publish job ads in various portals
- Network with potential hires through professional groups on social media and during events
- Collaborate with hiring managers to set qualification criteria for future employees
- Screen resumes and job applications
- Conduct initial phone screens to create shortlists of qualified candidates
- Interview candidates in-person for a wide range of roles (junior, senior and executive)
- Track hiring metrics including time-to-hire, time-to-fill and source of hire
- Design, distribute and measure the results of candidate experience surveys
- Train and advise hiring managers on interviewing techniques and assessment methods
- Host and participate in job fairs
- Follow up with candidates throughout the hiring process
- Maintain a database of potential candidates for future job openings

TALENT ACQUISITION SPECIALIST

District 24 | B2B - Ghana (Remote job), Jul 2022-present

- Coordinate with hiring managers to identify staffing needs
- Determine selection criteria
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events
- Forecast quarterly and annual hiring needs by department
- Foster long-term relationships with past applicants and potential candidates

REGIONAL RECRUITER

Hamad Clinic - Kuwait (Remote job), Mar 2022-present

- Recruitment and selection
- Preparing candidates for interview
- Follow-up documents
- Filling documents

CERTIFICATES

- Inclusive Leadership: The Power of Workplace Diversity by University of Colorado, Apr 2021
- How to Succeed at: Interviews by The University of Sheffield, Jan 2021
- Get Creative with People to Solve problems by - University of Leeds, Jan 2021
- Digital Skills: Digital Marketing by Accenture, Jan 2021
- Communication and Interpersonal Skills at Work by University of Leeds, Jan 2021
- Becoming a Great Leaser - Leadership Skills by Ej4, Jan 2021
- Coaching Skills by Ej4, Jan 2021
- Project Management by Cornerstone OnDemand Foundation, Jan 2021
- InterviewReady - Recruitment essentials by Cornerstone OnDemand Foundation, Jan 2021
- Foundation for Excellence in Teaching Online, by Arizona State University, Jan 2021
- The ICRC Code of Conduct by ICRC, Jan 2021
- ICRC Cyber Security Training, Jan 2021
- Build a Professional Resume using Canva by Coursera Project Network, Dec 2020
- COVID-19 Contact Tracing by The Johns Hopkins University School of Medicine, Nov 2020
- COVID-19 Training for Healthcare Workers by Stanford University School of Medicine, Nov 2020
- Create a Resume and Cover Letter with Google Docs by Coursera Network Project, Nov 2020
- Coaching Course by Writeups, Oct 2020
- BLS Provider by American Heart Association, Sep 2020
- Recruitment and Selection by Writeups, Sep 2020
- Social Media Management by Writeups, Sep 2020
- Team Building by Writeups, Sep 2020
- Entrepreneurship by Writeups, Jun 2020
- Leadership by Writeups, Jun 2020
- CV Writing Master Skills by Writeups, Jun 2020
- Dementia Online Series: Advanced Dementia The Need for Palliative Care by Arizona State University, May 2020
- ACL Rehabilitation by PhysioPlus, Apr 2020
- Arizona Opioid Prescriber Education by Arizona State University, Apr 2020
- Coronavirus for Nursing Professionals by IntelyCare, Apr 2020
- IPC for NOVEL CORONAVIRUS by World Health Organization, Apr 2020
- Let's Break the Chain of COVID-19 Infection by Mohammed Bin Rashid University of Medicine and Health Sciences (MBRU), Apr 2020

SCRUB NURSE (SENIOR REGISTERED NURSE)

Family Medical Center, Jan 2022-Feb 2022

- Orthopedic and Reconstructive Surgery, Anesthesia Nurse

ELECTRO-MECHANICAL TECHNICIAN | CONTENT CREATOR

Marine Electro-Mechanic (Trade/Industry), Sep 2021-present

- Battery charger, Marine charger 15-20 Amp
- Page designer, Instagram and Facebook

SCRUB NURSE (SENIOR REGISTERED NURSE)

Dr Sulaiman Al Habib Medical Group, KSA, May 2021-Aug 2021 (3 months)

- Orthopedic and Reconstructive Surgery

RESUME WRITER | FREELANCE RECRUITER (KSA-UAE)

Freelance, Jun 2020-present

- Resume writer, LinkedIn profile optimization
- Post designer, Flyer, Brochure, Business card, Logo

SCRUB NURSE, OT REGISTERED NURSE

International Committee of The Red Cross , Jun 2017-Mar 2021

Weapon Traumatology Training Center - War Surgery Department, Jun 2017-Mar 2021

- Coordinated & organized the team
- Ensured that all the medications ; vaccinations and equipment are ready to use -Coordinating and communicating with internal staff
- Prepared Radiology examinations
- Prepared clinical examination; Inspection and drug dosage

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- Prepared Radiology examinations
- Prepared clinical examination; Inspection and drug dosage
- Knew, promoted, implemented and followed up the universal hygiene standards/ precautions, bio-hazard prevention and infection control, security rules and other protocols and procedures in the medical premises and ensuring high standards of hygiene of his/her working environment. Respected medical secrets and confidentiality at all times
- Conducted clinical examination
- Scrub and circulating nurse
- Scrub in all orthopedic and reconstructive surgery:
- Knee, hip, max-fac, hand surgery, plastic surgery, skin graft, skin flap, z plasty, contracture release
- External fixation: Hoffman, Galaxy ex-fix
- RIA (Reaming Irrigation Aspiration)
- ORIF (Open Reduction Internal Fixation)
- Sign nail insertion
- IM nail: femoral and tibial nail
- Data entry operator using EPMS, Outlook, Statistics

REGISTERED NURSE

Private Clinic, Orthopedic Clinic, Dr Rami El Abiad, Jan 2013-Oct 2020

- Completed in-depth physical evaluations and gathered patient medical data to complete speedy, successful office visits
- Supported physicians during basic and invasive medical procedures
- Reduced effectively symptoms, treated underlying conditions by prescribing targeted medications and therapies under physician guidance
- Documented full medical histories, treatment progress and evaluation data
- Reviewed examination information, laboratory reports and expressed symptoms to make tentative diagnoses
- Maintained work areas in patient rooms in clean, neat and appropriately sterilized condition to meet any demand.
- Carried out therapeutic interventions such as to address acute issues

SCRUB NURSE, OT REGISTERED NURSE

Monla Hospital, Aug 2008-May 2017

- Monitored patients' conditions, assessed their needs & provided the best possible care
- Observed and interpreted patients' symptoms & communicated findings with physicians
- Collaborated with physicians & nurses to devise individualized care plans for patients
- Performed routine procedures (blood pressure measurements, administering injections etc.) and filled in patients' charts
- Adjusted and administered patient's medication and provided treatments according to physician's orders
- Inspected the facilities and ensured standard hygiene and safety are maintained
- Provided instant medical care in emergencies and assisted surgeons during operations

MEDICAL SALES REPRESENTATIVE | SURGERY ASSISTANT

Promed Technology, Jan 2015-Jan 2017

- Orthopedic and Reconstructive surgery assistant:
- Spine instrumentation
- Arthrodesis
- Kyphoplasty
- Open reduction internal fixation
- RIA
- Cannulated screws insertion
- ACL
- Prosthesis: knee and hip
- Arthroscopy
- Upper and lower limb reconstruction

ACADEMIC HISTORY

NEW HORIZONS LEARNING CENTERS

Project Management Professional, June 2022 - August 2022

WORLD EDUCATION SERVICES (WES)

Bachelor degree - Canadian Equivalency, April 2022

4 years of education in Nursing Science

CLE CENTER

TCF, January 2022 - August 2022

French Language and Literature (PO-PE-CO-CE)

RED CROSS COLLEGE OF NURSING

Technical License, September 2007 - September 2011

4 years of education in Nursing Science