Mohammad Nizar Sondakli

Personal Information:

Full Name	Mohammad Nizar Riad Sondakli
Date of Birth	3rd of March, 1978
Place of birth	Beirut, Lebanon
Marital State	Married
Children	One daughter, two boys
Address	Bshamoun – First Plaza – Alreem Building
Mobile:	+961-71629812
E-mail	mnsondakli@hotmail.com
Languages	Arabic, English

Education:

- **Masters of Business Administration** at **Global University - 2008**.

- **BS** in **Political & Administrative Sciences** from **Lebanese University - 2003**

- Certificate in **Windows 2000 Business Server**, *FORMATECH* Institute - **2002**

- Certificate in **PC Hardware Maintenance specialization** (**A+**), from the **Modern Institute for Vocational Science (MIVS).** Grade: **Excellent – 2000**

- **Lebanese Baccalaureate II** – Elementary Mathematics Branch – **1997**

Training:

- **Municipal Administration and Finance**: LAU & Muhanna Foundation
- **Communication and Negotiation skills**: By Nicole Eid Abu-Haydar
- **Negotiation skills**: By Samer Saigh
- **Leadership**: By Samer Koustantine
- **Legislation Procedures in the Lebanese Government:** By Ziad Baroud
- **Media interviews:** By Mayda Abou Jawdeh
- **Project Management and Primavera Courses:** By Saadi Adra

Activities:

- Member in the **Shadow Government** of Nahar Ashabab, Shadow Minister of Transportation 2006 - 2007
- Work Shop on Torture observing and Prevention in Lebanon, By ALEF and European Union 2007
- Participation in many workshops and conferences related to the civil community institutions.
- Organizing and participation in many workshops and conferences related to IT, telecom networking etc…

Administration Skills

- **Management and Planning**
- **Executive Assistant Role**
- **Data Analysis**
- **Quality Control**
- **Costing and Budgeting**
- **Project Planning**
- **Basic Accounting**

Technical & Computer Skills/ IT :

- **Network, Security and Operating Systems**: Installation, Configuration and Administration.
- **Hardware Management**: Computers and Laptops Assembly, Setup, Maintenance and Troubleshooting
- **Software**:
  - Microsoft Office Package
  - Graphic Programs (Adobe Photoshop Adobe Premiere pro, Canva…)
  - Audio Programs: Sound Forge, Vegas …
- **Access Control and Time Attendance Systems**, Installation, Administration, Training and Maintenance.
- **Digital Surveillance Systems** Installation, Administration, Training and Maintenance
- **Experience in many hardware devices:** Laptops, Handheld PCs, Printers, Scanners, Hubs, Switches, Routers, Modems, LAN Modems, Firewalls, Print Servers, Wireless connections etc.

Behavioral Skills:

- **Attention to Details**
- **Adaptability**
- **Analytical Thinking**
- **Information Seeking**
- **Organizational Commitment**
- **Teamwork and Collaboration**

Working Experience:

Association Of Islamic Charitable Projects
Bourj Abi Haydar, Beirut, Lebanon

- Executive Assistant
- Administrative tasks
- Communication Management
- Scheduling and Meetings
- Document and Record Management
- Quality Control
- Started in 2010, till up to date

Global University
Al-Batrakieh, Beirut, Lebanon

- IT Administrator (Help desk, maintenance, Networking and internet, IT infrastructure support, Active directory, Mail Exchange, IIS, ISA, etc…)
- Lab Administrator and Supervisor, (3 computer Labs)
- IT and Technical support
- Operating Printing Center
- Administrative tasks
- Conferences Assistant.
- Started in November 2004, till 2010

RCAM **Research and Computer Aided Management**
Hamra, Abdul Aziz St. , Beirut – Lebanon.

- System administrator and computer maintenance.
- Implementation of four servers
- Handling Security and surveillance systems (JSA & iGuard), Installation, training and maintenance.
- Handling Johaina Service (Internet search engine, Sakhar Products).
- from 7th of October 2002 till 31st of July 2003

Dar El Kotob **(Printing House)**
Bir Hassan, Near BHV, Beirut – Lebanon – 2002

- System administrator and Networking Supervisor
- Novice in graphics and printing services (Adobe Photoshop, Illustrator, Quark Express, Coral Draw, Acrobat Reader etc…).

Corporation for Media Projects
El-Mazraa, Beirut – Lebanon - 2001

Responsible of the archiving department.
Specialized in audio recording, studio recording, Audio Montage and Mixer.
Computer Administration and maintenance, hardware and software.

Oriental Modern Technology (OMT) (Computer Company)
Mar Elias St. near the Russian Embassy, Beirut – Lebanon

In the position of Hardware and Software Support.
From 1st of January till 30 of June 2000.

Multimedia **(Company for computer services)**
Mar Elias St., Beirut – Lebanon.

Employee in the Hardware and Software Department.
1 year experience, from 1996 to 1997.