**Profile:** Male, 31, Married.

**Nationality:** Bahraini

**Current Position:** Supervisor Administration Department

**Employer:** Bahrain Economic Development Board (**EDB**)

**Personal Statement**

I am lively and enthusiastic individual, who works well under pressure, meets deadlines, handles multiple tasks and achieves goals.

I enjoy the challenge of extending my skills and knowledge and I have much to offer to a company that seeks motivated and talented individuals.

**Objective**:

To obtain a challenging post at your reputable organization that will utilize both my educational background and professional experience to contribute to the organization's noble and humanitarian goals and simultaneously provide excellent opportunities for career development and personal growth.

**Employment history**

**Bahrain Economic Development Board (EDB) August 2010 – to date**

Some of my responsibilities as a Supervisor in the Admin Department are:

* To supervise the general services team in their daily tasks, assign work, set priorities, and evaluate performance of reports.
* Manage all Administration contracts and maintain relations with vendors and contractors.
* Estimate labor and material cost and initiate necessary documentation and reports for required services and assist in preparation of budget.
* Supervise all work practices of Administration, including on the job training and providing other opportunities for personal development and coaching.
* Liaise with Private and government sectors in order to facilitate EDB’s departments outside events and projects. (E-visas – Bahrain Airport – Bahrain ministries,..etc)
* Maintaining relations with all Admin’s related companies.
* In charge of all emergencies & securities ,and ensures responsible back-up is available in order to take corrective action as necessary and recommend necessary actions to overcome unplanned issues
* Undertake special assignments/ tasks as may be required and directed by the Head of Department from time to time

**Ministry of Education October 2005 – August 2010**

Some of my duties as a GSVEC Officer:

* Supervising the ongoing performance of the project units in the Technical school in Bahrain.
* Monitor the execution of the project side by side of the education advisors.
* Ensuring cooperation between coordination units in line with the objectives and policies of the program.
* Being in charge of the overall direction and of project activities.
* Provide both support and logistic services for all Project units.
* Performing other duties that may be assigned in the fields of planning and coordination
* Prepare course equipment
* Maintain statistical data for all education-related activities
* Prepare reports and updates as required.
* Works with internal and external parties to organize the various components needed to initiate student work placement.

As an electronic trainer at Shaikh Abdullah Secondary Technical School, my responsibilities are:

* Teach a range of electronics and computer related subjects
* Structure teaching schedules and lessons in accordance to school procedures
* Training student how to use of workshop tools, power tools, and maintenance electronics and electrical instrument
* Responsible to undertake research and scholarly activities and academic development
* Observe academic and technical progress of the student's skills
* Conduct Course assignments as well as examination papers

**Ministry of Information June 2004 - .October 2005**

Some of my main responsibility as a Telecommunication engineer in the Earth Station:

* Monitor the performance of Bahrain TV Broadcasting systems.
* Supervise transmitting & receiving satellite signals in/to Control room.
* Operations News Gathering for the purpose of outdoor Live News Coverage (GCC Summit, Formula 1)
* Maintenance of Digital Satellite system track DSNG and Flyaway systems
* Operation and Maintenance of the Contribution Link System (Tandberg)
* Schedule training programs for technicians in role of broadcasting systems

**Education**

**Currently studying PMP PMI-Project Management Institute**

* Project Integration Management
* Project Scope Management
* Project Time Management
* Project Cost Management
* Project Quality Management
* Project Human Resource Management
* Project Communications Management
* Project Risk Management
* Project Procurement Management

**Sep 2003-June 2004 BSc Electronic Engineering**

**Glasgow Caledonian University (U.K.)**

* Applied Project Methodology
* Control Systems
* Communications Engineering
* Electronic Design 1 & 2
* Microcomputer Systems II
* Industrial studies

**Aug 2000-June 2003 HND Electrical Engineering**

**James Watt College (U.K.)**

* Electrical Networks
* Single Phase AC
* Three Phase Systems
* Electrical Machine Principles
* Use of Electrical & Electronic Instrumentation
* Power Electronics
* Application of Programmable Logic Controllers
* Electrical Safety
* Electricity Power Systems
* Inspection & Testing of Low Voltage Electrical Installations
* Maths for Engineering

**Projects:**

* **2012**: Participate in initiating, planning & executing “**Administration help desk Project**” with IT department, to systemize all administration service requests, Manage engine service desk.
* **2011**: Participate in initiating, planning & executing “**Administration workflow Project**” with IT department to automate all admin related request forms, K2 workflow.
* **2010**: Participate in initiating, planning, executing & closing “**Renovation Seef tower 16th Floor Project**” with 3D W.L.L. International Interior Contractor.
* **2008/2009**: Participating in Executing “**General vocational Educational Program**” among 8 technical & commercial secondary Schools with The Ministry of Education.
* **2005:** participate in executing broadcasting the F1 event through Satellite DSNG system.

**Additional Educational Courses**

* May 2011- Effective 1st Line Management (leadership level 3) with Leadership Trust UK.
* May 2011- Problem Solving & Decision Making with NEOVARTIS.
* January 2011 - Conversation Coaching for Managers with institute of Human Development IHD
* January 2011 – Conversational Coaching with Institute Human Development HDI.
* October 2010 – The Effective Leadership Level 2 with The Leadership Trust UK.
* May 2009 - Workshop in Apprenticeship and Vocational Educational with Holmeglen Institute in Australia.
* May 2009 – Hawker Brownlow Education Thinking and Learning Conference in Australia.
* November 2007 – Participate a workshop in Career Guidance Orientation.
* May 2007 - Attend a training course in “Creative Managerial Problem Solving” with the training & development directorate of Civil Service Bureau.
* May 2007 - Attend a training course in “Development Positive – Performance Base in Work” with the training & development directorate of Civil Service Bureau.

**Participation**

* April 2007 - Participate in organizing the “Sixth Vocational Tournament” between the four technical schools in Bahrain.
* February/March 2007 – Participate in lecturing Intermediate’s students about technical schools in Bahrain.
* April 2005 - Participate with the earth station media staff in Bahrain International Circuit to broadcast live the formula 1 event through satellite (Flyaway – ASBU)
* March 2005 –Participate with the earth station media staff for the GCC – Summit.

**Key Skills**:

* Interpersonal and communication skills
* Ability to liaise and co-ordinate effectively with all levels of multi-discipline professional teams:-  
  (ie: Clients, Project Managers, Civil, Structural & Services Engineers, Contractors…)
* Management and Project Management skills.
* Supervision of work from inception to completion
* Ability to work on own initiative and under pressure, to meet deadlines and to targets
* Team Player.
* Contract Handling.
* Multitasking
* Public relations.
* Able to adapt to changing conditions.
* Ability to perform well under pressure.
* Data Collection and Research
* Also familiar with various word-processing packages:   
  (eg:- MICROSOFT Excel, Word, Spreadsheet, Windows . etc.)

**Languages**

* Arabic – Native
* English –Fluent



**98460 Gulfjobseeker.com CV No:**