|  |  |
| --- | --- |
|  | Abed  |
|  | Team Leader |
| Career Objective | **PE RSONAL SUMMARY** |
| *Obtain a challenging**leadership position applying creative problem solving and lean management*  | A highly motivated and ambitious individual able to give time and accurate advice, guidance, support and training to team members. Possessing excellent management skills and having the ability to work with the minimum of supervision whilst leading a team. Having a proven ability to lead by example, consistently delivers on time, improve best practices and organize time efficiently. |
|  *skills with a growing* |  |
| *company to achieve optimum utilization of its* | **WORK EXPERIENCE** |
| *resources and maximum profits* | ***Laceco Architects and Engineering*** |
|  | TEAM LEADER October 2014 - Present |
| PERSONAL SKILLS *Decision making**Organising**High performance Delegating* | Ensuring that staffs are motivated, monitored and measured in line with company targets and performance standards. Responsible for making sure that any gaps in performance or quality are quickly identified and addressed. Producing accurate reports on team performance for head of department. |
|  |  |
| AREAS OF EXPERTISE *Supervising**Ability to motivate people**Strategic planning**Developing**Equal Opportunities* | * Preparing daily workloads for staff & coordinating the daily allocation of work.
* Motivating the team.
* Dealing with and resolving problems and issues which arise.
* Mentoring and training up junior and new staff.
* Monitoring & reporting on standards & performance targets.
* Arranging & chairing weekly team meetings, focusing on targets & achievements. Implementing new initiatives.
* Involved in the recruitment of new staff.
* Praise team members and creates a positive working environment.
* Ensuring all administrative and IT records are entered and updated correctly. Providing prompt and accurate information on individual performance.
* Critically reviews all programs prior to implementation to verify consistency and conformance with established departmental guidelines, policies.

***Key skills:*** C#, VB.Net., SharePoint Development, SharePoint Designer, SharePoint Administration, JavaScript, JQuery, Bootstrap, Angular JS,HTML5,CSS3,SASS,LASS, Photoshop, Office ,MS-Project, DRUPAL, MSSQL and MySQL**Projects:** HR, Payroll, Cost, Correspondence, Document Management System**SharePoint Project:** HR, Project Management, Project Server integrated with MS Project, IT Stock, Document Management System.**Documentation Templates:** Create Documentation Template for documenting the software. |
|  | ***EL-Haceb***  |
|  | Senior Web Development1st November 2009 – 30th November 2014* Critically reviews all programs prior to implementation to verify consistency and conformance with established departmental guidelines, policies
* Performs acceptance testing and program implementation
* Conducts thorough problem analysis in regard to technical system and application programs
* Creating dashboards.
* Development web and windows application
* Creating web services and windows services.
* Websites administrations
* Distribute tasks
* Get requirements from clients

***Key skills:*** C#, VB.Net., JavaScript, JQuery, HTML,CSS, Photoshop, Office ,MS-Project, DRUPAL, MSSQL and MySQL**Projects:** HR, Attendance, Prepaid Cards, Budget, web services, and many websites. |
|  | ***Netways*** |
|  | Training in development department 30th March 2009 – 21th April 2009 |
|  |  Took courses in SQL 2008, C# 2008 and HTML and CSS  |
|  |  |
|  | ***Sukleen***  |
|  | Training in HR Department  |
|  | ***Al Mawarid Bank*** |
|  | Training in Product Management 17th October 2007 – 3rd December 2007 29th January 2008 – 15th April 2008 |
|  |  Validation, Documentation, Data Entry, Packaging |
|  |  ***Private Tutoring***  |
|  | * Teaching Math for Brevet students.
* Teaching Math for Grade 10
 |
|  | **KEY SKILLS AND COMPETENCIES** |
|  | * Proven ability to manage through others.
* Strong decision making and problem solving skills.
* Able to motivate and lead others in a team environment. Excellent communication skills, both written and verbal.
* An ability to build rapport and trust quickly with work colleagues. Able to prioritise tasks and workloads in order of importance. Track record of delivering results with deadlines.
 |
|  | **Highlights of Qualification** |
|  | ***Computer Skills**** Software: Photoshop, Laserfiche, Networking, Speech Recognition
* Programming: SharePoint 2013 development, SharePoint2013 Administration, SQL2012, ASP.Net, VS 2013, C#, LINQ, Entity Frame Work, Web Services , Drupal PHP, MySQL, C++,Reporting Service, Crystal Reports, JQuery, Java Script, Bootstrap, Angular JS ,HTML5, HTML, CCS3 ,CSS and Ajax.
* Microsoft: Word, Excel, Access, Power point, Front Page

***Projects**** Developed SharePoint Applications (HR ,Library System visual web parts)
* Developed Future TV Website.
* Developed Prime Minister Fouad Siniora Website
* Developed Budget Application.
* Attendance System
* Customize GP Reports
* Prepaid Cards
* Referrals Workflow
* Organizational Referral Integrated with Laserfich.
* Activities Application
* Cosmetics website
* Contracting company website
* Did my graduation project: Car Rental Online Software System (CROSS) in VB.net and SQL.
* Made Online Cinema Ticketing System (OCTS) in Asp.net and SQL
 |
|  |  |
|  | **ACADEMIC QUALIFICATIONS** |
|  | Sagess university ( S.U) ***Executive MBA (EMBA) 2012 - 2016***Arab open University ( A.O.U)***BS Degree in Computer Science 2004 – 2008***Horj High School***General Science*** ***2003*** |
|  | **Achievements and Certificates** |
|  | * GPA: 3.2 Awards GPA: 3.38. (BS in Computer Science)
* GPA: 3 EMBA(Sagess University)
* Studied Cisco.
* I was student representative in the university annual student affair meeting in Jordan.
* Took course in Dialogue in USJ (Universite Saint Joseph).
 |
|  | **Certificates** |
|  | Attendant SharePoint Administration 2013 (FormaTech) July 2015Attendant SharePoint Development 2013 (FormaTech) November 2015 |
|  | **Hobbies and Interests** |
|  | * Sports (Walking, Basketball, Football, Tennis, Swimming, Bicycle)
* Reading
* Chess
* Traveling
 |
|  | **Languages** |
|  | * Fluently written and spoken: Arabic, English

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