**Personal statement**

A professional position that will allow me to utilize my abilities in maintaining strong interpersonal relations and building a successful career path, while being a highly motivated and focused individual.

**Key Skills**

* **Windows Programming and Software Installation**

Operating systems, Networking & Hardware Advanced

* **Microsoft Word and Microsoft Excel**

Windows & Office tools Advanced

**Employment History**

* **Administrator**

Al Mabani General Contractors, Abha, Saudi Arabia

Apr, 2015 - Present

* Manpower Monitoring for all employees incoming and outgoing from our project .
* Time Sheet Monitoring for Employees Monthly Salaries.
* Iqama and Passport Renewal, Arrival and Departure of employees for vacation and final exit procedures.
* Accommodation and Food Supplies and All bill payments (Accommodation, Gas, Electricity etc.).
* Requisition Monitoring for Supplies and Materials Used in the Construction Site.
* Procurement Management.
* Bank Payments and Statements.
* Suppliers Orders and Payments, Invoice Monitoring and Check requests from Head Office.
* Weekly and Monthly Reports for all site works to cost control department.

Free CV template by reed.co.uk

* **Administrator and Tech Support Manager**

Bellcom for Security and Telecommunication Systems, Jbeil, Lebanon

Sep, 2012 - Apr, 2015

* Requisition Monitoring for Supplies and Materials.
* Time Sheet Monitoring for Employees Monthly Salaries.
* Installation of Telecommunication, Network and Security Systems.
* Follow up with Customers for Maintenance and Quality Control.
* Check up on all projects in hand.
* **Tech Support Manager**

Smartek Computer Shop & Services, Chekka, Lebanon

Mar, 2006 - Sep, 2012

* Installation of Computer, Network and Security Systems.
* Follow up with Customers for Maintenance and Quality Control.
* Check up on all projects in hand.

**Education**

1. 2001 – 2003: BT3 Accounting & Computer Sciences (American University college Tripoli Lebanon North)
2. 2005 – 2006 : A+ Software, Hardware Courses (American Lebanese Language Center, Tripoli Lebanon North)

**Hobbies & Interests**

I like to watch, play and follow sports mostly football and basketball

Movies is a passion of mine in which I like to watch and follow up on what is new in cinemas and on TV.

**References**

References are available upon request.

Free CV template by reed.co.uk