Lama

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CAREER GOALS

A position utilizing my extensive business and engineering experience, my

proven administration capabilities, my quality control and other engineering

skills, my education background in industrial engineering in contributing to

the growth and productivity of an organization at administration level.

CAREER SUMMARY

Administration with 2 years’ experience planning and directing executive-level administrative affairs and

support. Combined organizational and communication skills with the ability to independently plan and manage

diverse business relationships. Strong time management and problem solving skills with ability to set priorities

and manage multiple tasks. Furthermore, I am involved in devising sampling procedures and designs and

develops forms and instructions for recording, evaluating, and reporting quality and reliability data.

• Confidential Correspondence and Data • Document Creation and Maintenance

• Administrative Support • Client Services

• Research and Reporting • Special Events and Project Management

• Management Training and Development • Needs Assessment and Analysis

• Negotiations and Collaboration • Organizational Needs Assessment

EMPLOYMENT EXPERIENCE

2016-2017

Quality assurance Engineer

ACADEMIA, business bay, Dubai, UAE

 Developed, planned, organized, and administered policies and procedures for organization to ensure

administrative and operational objectives were met.

Business Developer 2015 to 2016

Maslamani Groups for Nuts and Chocolates, Nablus, Palestine.

• Directed and coordinated activities of workers in public organization to ensure continuing operations,

maximize returns on investments, and increase productivity

• Developed, planned, organized, and administered policies and procedures for organization to ensure

administrative and operational objectives were met

• Negotiated contracts and agreements with federal and state agencies and other organizations and

prepared budget for funding and implementation of programs

• Implemented corrective action plan to solve problems

• Reviewed and analyzed legislation, laws, and public policy and recommended changed to promote and

support interests of general population, as well as special groups

• Established and maintained comprehensive and current record keeping system of activities and

operational procedures in business office