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Place/Date of Birth: Syria -
Damascus, October 20th, 1961

Married

Driving License: Available

Summary

Work hard - Stay humble.
Highly qualified to apply new
Technologies and improve the
performance.

SKILLS

PRO

Microsoft Office

Internet Exploring

Planning projects

Digital Map

Production

PERSONAL

TEAM LEADER

LEADING

COMMUNICATION

CREATIVITY

SOCIAL



LANGUAGES

Arabic: Native Language

English: Very Good speaking & writing

French: Fair speaking & writing

Mouhannad AlAbed

Having excellent technical skills in manufacturing, administration and communication with a focused goal. Professional experience in Computer applications. I am motivated and enthusiastic by new challenges and tasks. I take excellent approach to achieve success in all projects. I like to work in a complex project which has scope for learning and challenge. I have experience in working under pressure. Have expertise various quality process and techniques by which I efficiently took care of quality deliverables of myself and my team which helped in gaining satisfied customers for the organization.

OBJECTIVE

Working in a great environment to prove my professional performance with enthusiastic attitude and positive approach of planning and evaluation tasks and continuous improvement of my career.

EDUCATION

- International Institute for Aerospace Survey & Earth Sciences (ITC). Technologist Course of **Photogrammetry**, the Netherlands - Enschede (1984 - 1985).
- English Course, Upper Intermediate Level, Bell School, England - Norwich (1984).
- Training Course as an Operator on Traster (Analytical Stereo plotter), Matra Co., France - Paris (1983).
- Intermediate Engineering Institute, Damascus University, **Land Surveying** (1979 - 1981).

EXPERIENCE & WORK HISTORY

- Administration:** (9/2018 – Present) Supervisor of the University Website. Coordinating with the team of the site for best appearance, and uploading the resumes of all the academic staff through certain template, and their published researches, in addition to all concerning students studying affairs like uploading the scientific content of all college courses (text lectures - visual - audio...) and designing their covers and uploading them on the site, in addition to uploading the university's publications (scientific books - scientific references - distinguished graduation projects), preparing their covers and uploading them on the site, more over doing the SEO (search engine optimization) for everything on the site. Secretary of the Scientific Research Council. Responsible of the Telegram university channel. Moreover, attend the meetings of the Quality and Academic Accreditation Management team. Supervise university site tabs and direct the image optimization of Al-Sham Private University (ASPU) site.

- **Administration:** (11/2016 – 9/2018) Executive Administration. Secretariat of Scientific Affairs Councils – Secretariat of grievance committees – coordination with researchers and studying published researches provided for scientific research reward – Checking papers to upgrade searchers to the top job, in addition to manipulating database of the records. Besides to university site electronic coordinator position, and academic student university system in certain prerogatives. The position was head office of Vice President for Scientific & Research Affairs at Syrian Private University (SPU).
- **Administration:** (10/2015 – 10/2016) Executive Administration. Secretariat of Scientific deputy manager – in addition to control and supervise all over the colleges concerns and duties through there studying and examinations plans. The position was head office of Vice President for Scientific affairs at Yarmouk Private University (YPU).
- **Manufacturing Manager:** (5/2005 – 10/2007) Supervise and guide the parts of my Manufacturing production sections which are Data Entry, ATM cards personalization, PIN mailing, delivery, Security and Marketing, I look after their needs in order to keep carrying on the work.

(11/2007 - 12/2010) I coordinate with all "CBS" branches in Syria making their customers data entry and my team control it remotely in order to issue their ATM cards and deliver it properly.

(1/2011 – 9/2014) I was working as manufacturing production manager concerning the aspects "Group leader, Planning, Supervision, and Executive Administration" in Electronic Fund Transaction Department at Commercial Bank of Syria (CBS). The total period was 9 years and 5 months.

- **Manufacturing Manager:** (6/2002 - 8/2003) & (10/2004 - 5/2005) Production digital maps by using aerial photographs on the analytical stereo plotters, I was head of team at General Organization of Remote Sensing (GORS), Geographical Information System "GIS" Department.
- **Early childhood educators and assistants:** (8/2003 - 10/2004) Preparing Exams folders for each student in all grades from the kindergarten to the 9th grade, day by day, in addition to controlling the examination hall during the exams and supervise the assistants as an Exam Officer. Over all the type of job was Exams Management at International School of Choueifat.

- **Manufacturing Manager:** (6/1982 - 6/2002) Production digital maps by using aerial photographs on the (Analytical Stereo plotter) Traster, I was head of Photogrammetric team at Scientific Studies & Research Center (SSRC), in Remote Sensing Department. The job was concerning a lot of scientific aims starting by **Land surveying** ending with digital Photogrammetry. In addition to the technical library as part of my responsibilities to follow up the last published articles in the scientific mission wanted.
- **Land surveying:** (8/1981 - 4/1982) Started my first trial with KARA Company in the holy Makkah as Land surveyor where I shared in building a side road junction, beside measuring distances related to Arafat area.

TRAINING TECHNICAL SKILLS

- CDS / ISIS - Library Systems, (April - 1994)
- Arc/Info G.I.S, (September, October - 1993)
- Macintosh P.C, Designing & Directing, (May, June - 1992)
- AutoCAD, (May - 1990)
- French courses, (1988 - 1990)
- Documentation & Library course, (March - 1988)