

Akram Mahmoud Abbas Abusenna
Khalifa street, Alain, Buliding Number 49, Floor 2, Flate 6
0505379028
Abusenna0111@gmail.com



EDUCATION

*The Arab Academy for Science, Technology and Maritime Transport,
College of International Transportation and Logistics, Alexandria Egypt, Alexandria*

Bachelor in Trade Logistics& International Transport Management

2010-2014

Bachelor in Trade Logistics& International Transport Management, Major of Logistics& Supply Chain Management, GPA: 3.95, Grade: Excellent with Honor, studying Operation research course, studying Operation management course, studying Humanitarian Logistics course and studying strategic management course

Nottingham International University, College of management

22/04/2016-22/10/2016

Mini Master in Business Administration

Mini Master in Business Administration, Diploma in Customer service, Diploma in Financial Management, Diploma in Total Quality Management, Diploma in Human Resources Management. Diploma in Project management, Diploma in Marketing, Diploma in Sales management

AWARDS

- Appreciation letter for co attribution to TALIS2018 **2018**
 - Appreciation Letter from Zakher private school for Hardworking and the obligatory **2019**
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WORK EXPERIENCE

Zakher private school, Alain, FlajHazaa, School Street

Senior HR

2015 Till Now

- **PASSADEK Coordinator**
 - 1- Attracting new employees according to available vacancies.
 - 2- Check the papers submitted by the candidate, ensure their validity and ensure the candidate's suitable for the job accordance to the laws of the Department of Education and Knowledge.
 - 3- Create account on PASSADEK System for each employer, Upload documents on the PASSADEK System to Issu the appointment Letter.
 - 4- Follow up on vaccinations for each employee and update them on the PASSADEK system, Also renewal the appointment Letter.
- **External Staff Coordinator**
 - 1- Dealing with foreign companies that complete the educational process and concluding contracts with them.
 - 2- Issuing appointment letter from PASSADEK System for employees of foreign companies whose job requires them to work at school daily.
- **OSL Coordinator**
 - 1- Responsible for renewing the educational license of the school on the PASSADEK System.
 - 2- Review and Upload the data required to renew the educational license on the PASSADEK System.
- **Daman Health Coordinator**
 - 1- Reviewing and uploading the data required for the employee to issue health insurance cards on the Daman system to complete the procedures for issuing Residences for employees.
 - 2- Renewal the school is Daman Policy from Daman and Health System.

Admission Supervisor

- Register for new students and transferred from other schools on Manhal An Esis System
- Create bubbles and micro-bubbles and customize classrooms according to the status quo.

Zakher private school , Alain, FlajHazaa, School Street

Safety Officer

2015 Till Now

- Responsible for all safety files preparing and checking.
- Preparing the Safety Calendar of the school.
- Doing all the Risk Assessment required to reduce the risk of injuries in public activities and required according to the current situation.
- Also doing workshops for employees to training them how they can behave on the emergency case.
- more than more prepare all reports and all check lists and attract them periodically
- On the other hand, I am also responsible for finishing all procedure of the CIVIL DEFENSE.
- Finally, I am also responsible to creating the safety committees need it in the school and doing the fire drilling.
- Using ALADAA system.
- Dealing with all inspection committee from ADEK.
- **School Compliance Officer**
1- Preparing the daily compliance committee (emtethal) report and uploading the required documents and photos through the PASSADEK system.

Zakher private school , Alain, FlajHazaa, School StreetCity, ST

Security man,

2015 Till Now

- Monitoring all of the building as a whole and also the students through the control room and The follow-up cameras.

Zakher private school , Alain, FlajHazaa, School StreetCity, ST

Buses Coordinators

2015 Till Now

- Responsible for creating morning trips from home to school and evening trips from school to home, Also Attracted them on Salama system.
- Dealing with Emirates Driving School to issue school bus supervisor and school bus driver certificates.
- Train the licensed supervisors to use the Salama system by taking student absences and sending messages to parents.
- Monitor student absence, behavior and itinerary through Salama system.

PUBLICATIONS AND PAPERS

- Managing Safely
specialized Course in Health and safety, approved by Institution of Occupational Health and Safety, 21/01/2016.
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LANGUAGES

- ARABIC – native language
 - ENGLISH – : Fluent , ILETS overall 5
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SKILLS

IT Skills

- Computer literate
- Proficient user of Microsoft Office
- Ability to create spreadsheets
- Very well using excel and word

Management Skills

- Performance management (managed teams of 20 people)
- People management –day to day management of staff welfare and performance
- Resource management
- Communication

Work Skills

- Time management skills
- Communication skills
- The ability to read and write English fluently
- Teamwork skills
- Organization skills
- Leadership
- Friendly