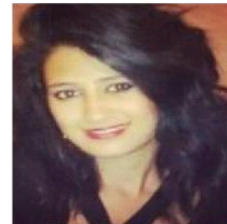


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## Lama Diyaa Mohammad Bustami

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Palestine- nablus

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### ***PERSONAL INFORMATION:***

Date of birth:	July 30, 1991.	Place of birth:	Nablus.
Gender:	female.		
Marital status:	single.		
Nationality:	Palestinian.		
Identification:	Palestinian ID.		

### ***EDUCATION:***

2009-2014	<b>bachelor degree of industrial engineering from An-najah National University with ABET standards, Nablus, Palestine.</b>
2008-2009	<b>tawjihi certificate of secondary education from kamal junblat secondary school, Nablus, Palestine</b>

### ***PROJECTS DURING STUDY:***

Developing and Improving the management system at Languages and Capacity Building (LCB) academy (as bachelor degree graduation project). The main objective of the project was building an

effective organizational structure for the LCB academy of tubas with all the procedures and steps to apply any job in the center under a certain condition and policies.

### *Computer skills:*

- 1- ERP enterprise resources planning program.
- 2- BI business intelligence.
- 3- Agile BOM program.
- 4- Outlook.
- 5- Babylon.
- 6- Adobe reader.
- 7- Microsoft office programs- excel, word.
- 8- Promodel simulation.
- 9- Primavera.
- 10- SPSS program.

### *Work Experience:*

**Asal technologies- Nablus –palestine- from august 2016 to july 2017- mellanox technologies project.**

**IC production controller:**

#### **Dutes and responsibilities:**

- 1- Control the inventory and solve problems in shortages in inventory to cover demand.
- 2- Create purchase orders using ERP program and ownership of sending it to vendors.
- 3- Schedule the unscheduled orders according to the customer requested date.
- 4- Approve pull in requests form the customer by managing with the sales coordinator.
- 5- Receive the shipped purchase orders from the vendors in worldwide sub-inventory.
- 6- Build the forecast of every month and implement it on the ERP.
- 7- Check and fix the invoices to allow the financial department to bill.
- 8- Update the wip reports received from the vendors by combining it all to gather.
- 9- Follow up the stage of every job and check the SOD is on time.
- 10- Control the time, qty, prices of the chain of manufacturing the intelligence IC's product from the Fab stage to the finished good according to the BOM component.

11-Transact material between sub inventories to cover shortages in the demand.

**Corporate excellence master international (CMI) - Abu Dhabi- june 2015 to present (as online research technicians)**

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**duties and responsibilities:**

- make researches about specific personalities and institutions by using the internet searches engines
- transfer audio whatsapp messages into a text messages
- make presentation on power point
- auditing the language and grammar of studies
- translation from English to Arabic and vice versa.

**SPARK company for consulting and training- Nablus- Palestine- January 2015 to the end of april {as trainee}**

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**Duties and responsibilities:**

Reporting

feasibility studies and data gathering

Bidding documentation

Questionnaires and surveys

Auditing reports and researches language

**Reach Company –Nablus –Palestine- April 2011 to November 2011 (As Working Student)**

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**Duties and Responsibility:**

Answering the telephone about queries and customer service

Assist the clients with specific queries

Follow up with office work including filing, archiving and documentations, faxing, checking credit references, and managing communications between all departments.

Ensuring client satisfaction, for both internal and external clients.

### ***PERSONAL TRAINING:***

- Attended the internal auditing course held from May 3rd up to June 20th 2018 at the continuous learning center at An-najah national university, Nablus , Palestine.
- Attend ISO 9001 course held from March 2018 up to April 2018 for 20 actual hours at IEEE at Annajah national university.
- Attend advanced Excel course held from April 28th up to 12th of May 2018 for 22 actual hours at Amra center for training , Nablus , Palestine.
- Attended strategic planning course held from September 2017 for 20 training hours at IEEE institution at An-najah national university, Nablus , Palestine.
- Attending online PMP course for 6 months from the first of May 2016 to present (the certification will be valid in the first of November 2016).
- Attend the Primavera course for 30 training hours from September 2014 to October 2014 at the Korean Palestinian IT center of excellence.
- Attend Paltel group company for 300 training hours from the 26<sup>th</sup> of January to the 3<sup>rd</sup> of April 2014 in the Insurance department :

Archiving all the accidents that occurred in the whole previous year depending on a serial number.

Account the payback percentage from the insurance company by using the Oracle program.

Contact the insurance company.

Warehouse system.

- Attend the SPSS course held from 2-10-2012 to 17-11-2012 lasted for 30 actual hours at Tech Solutions Learning Center.
- Attend the Spanish course at the language resource center from October 2012 to December 2012.

### ***PERSONAL SKILLS:***

Positive and enthusiastic.

Loyal, initiative and promptitude.

Quick learner.

Good communication and interpersonal skills especially in a multinational environment.

Computer & internet skills (Microsoft office).

Good analytical skills, good problem solving skills and good research skills.

Self-disciplined with good time management skills.

Ability to work under pressure and team work.

General office management (Filing, writing reports...).

Able to travel all over Palestine and abroad.

Planning and monitoring.

Innovative.

Self-independent.

Avalid driving license.

### ***LANGUAGES:***

**Arabic:** Mother language.

**English:** Good in English, written and spoken.

**Spanish:** beginner.

## *References:*

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### **Hagai Greenfeld**

ICproduction manager- mellano technologies- Israel.

Tel: 0544732664.

Email: [hagaig@mellano.com](mailto:hagaig@mellano.com)

**Mr. mohannad**

### **Hijawi.**

CEO of spark company- Nablus- Palestine.

Email: [info@spark.com](mailto:info@spark.com)

### **Dr. emad dein hussein**

CEO of corporate excellence master international

Abu dhabi      Email: [emadkna@gmail.com](mailto:emadkna@gmail.com)