

FAHMIF.F.SHIBLAQRESUME



FAHMI FADI SHIBLAQ

CONTACT INFO: -

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ADDRESS: -

- ☐ AJMAN, UNITED ARAB EMIRATES

VISA STATUS: VALID EMPLOYEE VISA

DATE OF BIRTH: 6TH SEPTEMBER 1989

NATIONALITY: PALESTINIAN

DRIVING LICENSE: HOLDING U.A.E LICENSE

JOIN AVAILABILITY: READY TO JOIN

CAREER OBJECTIVE:

TO UPGRADE MY ABILITIES IN THE FIELD OF IT & WEB DEVELOPMENT WHILE ACHIEVING HIGH REPUTATION & HIGH POSITION.

CAREER SUMMARY:

EXPERIENCE:

- **SOLIDENT DENTAL LAB (1ST OF NOVEMBER 2014 – TO CURRENT DATE)**
 - ☐ WORKED AS GRAPHIC DESIGNER & WEB DEVELOPER
- **MINISTRY OF EDUCATION (DUBAI) (1ST OF SEPTEMBER 2014 – 30TH OF OCTOBER 2014)**
 - ☐ WORKED AS GRAPHIC DESIGNER & BROCHURE production
- **AL MOSTAFA DOCUMENTS CLEARING (1ST OF FEBRUARY 2014 – 27TH MAY 2014)**
 - ☐ WORKED AS DATA ENTRY AND IT DEVELOPER
- **NEW WORLD PRIVET SCHOOL (1ST OF OCTOBER 2013 – 15TH OF JANUARY 2014)**
 - ☐ WORKED AS GRAPHIC DESIGNER & IT MAINTENANCE
- **AL HAITHAM COMPUTER TRADING (17TH OF JULY 2012 – 30TH OF SEPTEMBER 2012)**
 - ☐ WORKED AS COMPUTER SOFTWARE AND HARDWARE MAINTENANCE
- **ALASTAL COPYING, DESIGNING & STAMP SERVICES (1ST OF JULY 2011 – 15TH OF AUGUST 2011)**
 - ☐ EXTERNAL TRAINING AS GRAPHIC DESIGNER

EDUCATION:

- Bachelor Degree in Multimedia & Web Development
 - ☐ IT Department - AJMAN UNIVERSITY OF SCIENCE & TECHNOLOGY (30TH OF JUNE 2013)

SKILLS: -

- WEBSITE BUILDER
- MEDIA PRODUCTION & EDITING (AUDIO, VIDEO & PHOTO)
- MS OFFICE SUIT
- SELF-LEARNING & FAST MEMORIZING
- RESEARCHING & GENERAL KNOWLEDGE
- TEAM WORK
- ATTENTION TO DETAILS

TRAINING CERTIFICATES: -

- WEB DESIGN TRAINING (01/12/2012)
- GRAPHIC DESIGN (10/10/2012)
- ANIMATION COURSE (30/05/2013)
- A+ COURSE

LANGUAGES: -

- ARABIC (NATIVE)
- ENGLISH (FLUENT READING, WRITING & SPEAKING)

DETAILED EXPERIENCE: -

- **SOLIDENT DENTAL LAB (1ST OF NOVEMBER 2014 – TO CURRENT DATE)**
WORKED AS GRAPHIC DESIGNER & WEB DEVELOPER
 - **KEYS RESPONSIBILITIES: -**
 - DESIGNING WEBSITE
 - DESIGNING COMPANY LOGO, STAMP & LETTER HEAD
 - WORKING ON CAD/CAM PROGRAM
 - MANAGER ASSISTANCE
 - DENTAL EVENTS PREPARATION
 - DENTAL REPRESENTATIVE
 - DEALING WITH CLIENTS & DENTAL CLINICS
 - CONTROLLING CASH FLOWS (INCOME & OUTCOME)
 - PREPARING INVOICES AND CONTRACTS FORMS
 - DESIGNING COMPANY BROCHURE AND FLYERS
 - ATTENDING DENTAL CONFERENCE FOR UPCOMING MATERIALS AND MACHINES
 - PREPARING MONTHLY REPORTS FOR C.E.O
 - TEAM SUPERVISION IN-HOUSE
 - DEALING WITH SUPPLIERS
 - DEALING AND FOLLOW UP WITH GOVERNMENT SECTORS FOR COMPANY PAPERS AND LABORS VISAS.
 - EVENTS COORDINATOR

- **MINISTRY OF EDUCATION (DUBAI) (1ST OF SEPTEMBER 2014 – 30TH OF OCTOBER 2014)**
WORKED AS GRAPHIC DESIGNER & BROCHURE PRODUCTION
 - **KEYS RESPONSIBILITIES: -**
 - DEALING WITH TEAM LEADERS IN SECTORS
 - PREPARING EVENTS POSTERS AND FLYERS
 - DESIGNING BROCHURES FOR TIMMS, PEARLS and PISA
 - DESIGNING EDUCATIONAL GRAPHICS FOR SCHOOL BOOKS
 - DATA RESEARCHES FOR EDUCATIONAL SUBJECTS

- **AL MOSTAFA DOCUMENTS CLEARING (1ST OF FEBRUARY 2014 – 27TH MAY 2014)**
WORKED AS DATA ENTRY AND IT DEVELOPER
 - **KEYS RESPONSIBILITIES: -**
 - DEALING WITH JOB ORDERS
 - APPLICATION DATA ENTRY FOR VISA
 - DEALING AND FOLLOW UP WITH GOVERNMENT SECTORS
 - MAINTAINING IT SERVICES ON COMPANY COMPUTERS
 - DEALING WITH CASH FLOWS (INCOME & OUTCOME)
 - SUPERVISION NEW TEAM MEMBERS

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- **NEW WORLD PRIVAT SCHOOL (1ST OF OCTOBER 2013 – 15TH OF JANUARY 2014)**
WORKED AS GRAPHIC DESIGNER & IT MAINTENANCE
 - **KEYS RESPONSIBILITIES: -**
 - WEBSITE EVENTS UPDATING
 - DESIGNING PRINTED BROCHURES
 - CHECKING AND ENHANCING IT SERVICES FOR COMPUTER LABS
 - DOCUMENTATION OF SCHOOL FILES
 - DEALING WITH SUPPLIERS
 - PREPARING SCHOOL EVENTS SHOW (VIDEOS & SOUNDS)
 - PREPARING EDUCATIONAL POWER POINT SUBJECTS FOR STUDENTS

- **AL HAITHAM COMPUTER TRADING (17TH OF JULY 2012 – 30TH OF SEPTEMBER 2012)**
WORKED AS COMPUTER SOFTWARE AND HARDWARE MAINTENANCE
 - **KEYS RESPONSIBILITIES: -**
 - ASSEMBLING AND DISMANTLING DESKTOP & LAPTOPS
 - PROGRAMMING & FIXING COMPUTERS SOFTWARE
 - PREPARING JOB ORDERS FROM CLIENTS
 - DEALING WITH SUPPLIERS

- **ALASTAL COPYING, DESIGNING & STAMP SERVICES (1ST OF JULY 2011 – 15TH OF AUGUST 2011)**
EXTERNAL TRAINING AS GRAPHIC DESIGNER
 - **KEYS RESPONSIBILITIES: -**
 - DESIGNING COMPANIES LETTER HEADS, STAMPS & COVERS
 - HANDLING PAPER COPY MACHINES
 - REPRESENT COMPANY AS SALES FACILITY IN SCHOOLS & COMPANIES
 - DEALING WITH CASH INCOMES & OUTCOME

 - REFERENCE & CERTIFICATES UPON REQUEST