

# Curriculum Vital

I am looking forward working in humanitarian field to support as much as possible the people of Gaza to get their basic needs specially in the current situation that we are living. I am a good team player with an excellent communication skill. I have a high commitment to work and ability to solve problems.

## Personal Information

**Name:** Maher A. H . Al-Talla

**P.O.B:** Palestine

**D.O.B:** 14<sup>th</sup> March 1985

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## Contact Information

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## Qualifications

2009, Bachelor Degree on Industrial Engineering, Islamic University - Gaza.

2003, High School certification, Scientific Section, Saudi Arabia.

## Work History

### April. 2016 – March 2019, Stock keeper, Alfannya Furniture

- Supervises the receipt and custody of all material needed for the production process through official request
- Follow up the expire date for the material that have expired date.
- Ensure that the chemical material are kept in a safe way in the store and used properly in the production stage.
- Report all issues related to the material received and the material in the store
- Prepares appropriate supply documentation for material received
- Coordinates with technical worker to ensure that the material received is matches the requested specifications and quality
- Provides reports on the quantities received following in weekly and monthly bases
- Responsible for safety, security and cleanliness of the manufacture warehouse through workers supervision
- Monitor all factory activities, expenditures and progress towards achieving the outputs
- Supervise and monitor worker and evaluate their work through implementing periodic evaluation
- Follow up the attendance of the workers
- Making decision and recommending solutions for any issues arises in the factory
- Ensures that approved office policies, practices and procedures are understood and followed.
- Coordinate the movement of company's vehicles according to specified schedule
- Manage petty cash box.
- Deal with clients and customers to ensure customers satisfactions

**Aug. 2014 – Dec. 2015, Maintenance Center Manager, Alsaqqa Home Appliances Company**

- Prepare daily and monthly report and submit them to higher authority
- Collects, organizes and summarizes data from a variety of sources and produces reports
- Reviewing and following up all documents of maintenance center to ensure their reliability and relevancy
- Develop the process of data collection which help in developing evaluation system and documentation
- Manage petty cash
- Follow up the attendance of the workers
- Monitoring information collected from workers and their performance
- Follow up workers and the status of maintenance center orders
- Getting feedback from customers to evaluate the performance of workers and maintenance center
- Contribute in developing plans and supervise its implementation
- Identifying and resolving problems and implementing change.
- Coordinate the movement of company's vehicles according to specified schedule and maintenance orders
- Provide training to workers to increase productivity

**March 2013- June 2014, Production and Quality Manager Al Rabee Company**

- Improving the managerial system consistence with the ISO
- Ensure that the temperature of the warehouse is according to needed degree.
- Supervise tests' result of products
- Document the daily production data and tests' results.
- Taking samples of the production lines and make necessary examination to ensure the quality of products.
- Follow up the attendance of the workers
- Managing, supervise, monitor and evaluate labors
- Supervising the manufacturing process of adding material and determine production quantities.
- Communicate with customers to follow up products' quality and maintain continuous improvement
- Communicate with supplier of raw material to identify daily quantity

**Mar. 2012 - Aug. 2012, Quality Engineer, Ramlawi Plastic Company**

- Improve and supervise implementation of Quality Management System (QMS) on different departments on the company.
- Follow up the implementation of the QMS.
- Inspect products on production line.
- Improve employees' skills through continuous evaluation and workers' training.
- Controlling inventory and prepare inventory report on a daily basis.
- Write a plastic recycle project to develop factory work.

**Nov. 2009 - Sep. 2010, Office Manager, Palestinian Federation of Paper Industries (PFPI)**

- Dealing with the federations' members
- Organize meetings and booking the meeting room
- Represent the federation in meetings

- Review questionnaires to identify needs of factories
- Ensure that applications are filled out properly.
- Archive files electronically.
- Preparing Technical and Finance Offers

## Languages

- Arabic: Mother language
- English: Good
- Germany: Level (A1)

## Computer Skills

**MS Office 2010 :** Word – Excel – Power point – Publisher – MS Project

**Other programs:** Master cam – AutoCAD – Expert Choice – Adobe Photoshop

## Certifications and Accreditations

**Feb 2012 , ISO 9001– 2008,** Capacity building training course, for 6 months (125 hours). The main subjects were:

- Introduction of quality management system (QMS).
- Requirement for national and international QMS.
- Documentation system and building QMS.
- Internal auditing on QMS.
- Technical instruction and standard.

**Apr 2010** Proposal writing course (24 hours)

**Feb 2010** Project coordinator course (28 hours)

**Jan 2009** Inventory management course (18 hours)

**Mar 2009** Writing reports course (20 hours)

**Apr 2009** Project management course (40 hours)

**Apr 2009** Advanced excel course (18 hours)

**Aug 2008** Leadership managerial Skills course (30 hours)

**July 2007** Auto Cad program course (24 hours)

**Sep 2007** Ms-Project Program for construction projects management course (21 hours)

## References

**Mohammed Ayesh,** Executive Manager, Executive director, Palestinian Federation Food Industries, Phone: +972-599-444771

**Mohammed Abu Shaaban,** Executive Manager, Alfanyya Company, Phone: +972-599515095

**Mr. Khader shnewra,** Executive director Palestinian Federation of Industries (PFI), Phone: +972-0599555118, Email: [khader@pfi.ps](mailto:khader@pfi.ps)

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