HASHEM M. ASTITEAH
PROJECT SUPERVISOR

CONTACT INFORMATION

Address
Kuwait, Mangaf, KW

Phone
+965-5599-1180

E-mail
hashom_@hotmail.com

LinkedIn
Hashem Mohammed

AREAS OF EXPERTISE

SOFTWARE

- WORD PROCESSING
- SPREAD SHEETS
- PRESENTATION
- DATA BASE
- DIAGRAMS & VECTORS
- MAILING
- PHP
- HTML
- JAVA SCRIPT
- C#
- CSS3
- OFFICE 365

INTERPERSONAL SKILLS

- ACTIVE LISTENING
- EMPATHY
- COMMUNICATION
- LEADERSHIP
- TEAM WORK
- PLANNING

PERSONAL PROFILE

Highly Qualified, skilled and well-developed Business professional with 9 years of experience, possess diverse knowledge in business processes and proactive decision making skills, A Capable Business Professional with abilities to manage contracts (commercial, risk and reporting), customer service processes, personnel, and information technology services.

PROFESSIONAL EXPERIENCE

2017 - PRESENT   PROJECT SUPERVISOR

AL-RHAMA INTERNATIONAL

- Developing and implementing projects work plans and review as appropriate to meet changing needs and requirements.
- Evaluateing projects and recommend report to identify issues and opportunities to improve performance going forward.
- Managing and evaluating project's needs, timeframes, and costs.
- Ensuring projects activities are being conducted according to schedule.
- Establishing monthly projects goals for job sites and making sure these goals are achieved

2015 - DEC-2016   HR COORDINATOR

SCHLUMBERGER (WESTERNGECO)

- Delegating in HR matters for our clients (Kuwait Oil Company)
- Excellent background in labor law & visa/work permit procedures.
- Developing a web application (HR system) to easily track employees' leave balance, Permission, and sick leave balance.
- Delivering high quality reports to operations in timely manners.
- Quality check on balance sheet notes & Income statements' reports.
- Scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required.
- Arranging travel and accommodation in hotel rooms or staff house for crew staffs or customers and other external contacts
- Planning & organizing in-house and external events or Shutdown Parties.
- Arranging & organizing staff house accommodation for more +800 employee in both crews.
- Preparing monthly payrolls for our client "KOC employees"(Manpower contracts)
- Assuring timely payment of all Inter-company payables; maintain outstanding payables at least less than 90 days.

2009 – FEB 2015

AL-SHAHED NEWSPAPER

IT TECHNICIAN

- Setting up workstations with computers and necessary peripheral devices (routers, printers etc.)

- Developing and maintaining local networks in ways to optimize performance.

- Developing, designing and delivering web site structure for Internet/Intranet sites.

- Implementing design standards and styles that ensure a high level of design and coding efficiency, consistent with current standards, laws, and trends.

- Data entry into database/Website for any incoming local or international news.

- contributing in developing Al Shahed website to meet our requirements (ALSHAHED WEBSITE)

- Cooperating with technical team and share information across the organization/Online.

- troubleshooting, testing, repairing and serving technical equipment.

- Performing Daily Backups for Al Shahed's data.

EDUCATION

CLASS OF 2015

ARAB OPEN UNIVERSITY (A.O.U)

Bachelor Degree in Information Technology and Computing (With Second Class Honors) Faculty of Science

PROFESSIONAL QUALIFICATIONS

COURSES

1-Courses in Upper intermediate English Level from Kuwait Oil Company (Grade 88%).

2-Courses in English writing & conversation from National Institute (Grade Excellent)

توقيع صاحب الجواز

SIGNATURE OF THE HOLDER

المملكة الأردنية الهاشمية   THE HASHEMITE KINGDOM OF JORDAN

النوع / Type **P**	رمز الدولة / Country Code **JOR**	رقم الجواز / Passport No **Q323214**	
جواز سفر **Passport**			

الاسم / Name
HASHIM (M.T.) A. ESTATIYEH

هاشم (محمد تيسير) أنس أستيتيه

تاريخ الميلاد / Date of Birth
29 NOV/تشرين الثاني 1989

الرقم الوطني / National No
9891059844

الجنس / Sex
M ذكر

مكان الميلاد / Place of Birth
KUWAIT الكويت

تاريخ الإصدار / Date of Issue
20 OCT/تشرين الأول 2020

اسم الأم / Mother's Name
NA'ELA نائله

تاريخ الانتهاء / Date of Expiry
9 OCT/تشرين الأول 2025

منطقة الإصدار / Authority
KUWAIT الكويت

P<JORESTATIYEH<<HASHIM<MT<A<<<<<<<<<<<<<<<<
Q323214<<9JOR8911296M25101929891059844<<<78
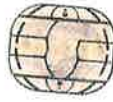
State of Kuwait
Ministry of Interior - General Department of Traffic
DRIVING LICENSE

دولة الكويت
وزارة الداخلية – الإدارة العامة للمرور
رخصة سوق

License No.	289112901321	رقم الرخصة
Date of Issue	02/02/2009	تاريخ الاصدار
Date of Expiry	03/02/2024	تاريخ الانتهاء
Date of Birth	29/11/1989	تاريخ الميلاد

الاسم   هاشم محمد تيسير استيتيه

Name **HASHIM ESTATIYEH**

Code   **B C1**

Nationality **JOR**

Signature

Issuing Authority   الإدارة العامة للمرور

الجنسية الأردن
التوقيع

	نوع العربية		10. تاريخ الأصدار	11. تاريخ الإنتهاء	13. نوع الرخصة
A					
B		>= 7 seats			
C1		<= 2000kg	02/02/2009	03/02/2024	خاصه
D1		> 7 seats <= 25 seats			
C		>= 2000kg < 7000kg			
CE		> 7000kg			
D		> 25 seats			
T					

موظف ادارى
EMPLOYEE Profession   المهنة

9. Category of vehicle the license holder is entitled to drive

الجنس   ذكر
Male Gender

فصيلة الدم   **O+**
Blood Group

289112901321   رقم الرخصة
License No.

10. Date of issue
11. Date of expiry
12. Additional information / restrictions
13. Domestic information

80338330

The Open University

The degree of

BACHELOR OF SCIENCE

with Second Class Honours (2nd Division)

has been awarded to

Hashim M.T Estatiyeh

who followed an approved Honours programme in
Information Technology and Computing

A validated programme at The Arab Open University

1st July 2015

Vice Chancellor
The Open University

University Secretary

An award validated
under the authority
of the Royal Charter
of The Open University

Certificate No. 9009/208148

الجامعة العربية المفتوحة
Arab Open University

استنادا إلى النظام الأساسي للجامعة قرر مجلس الجامعة منح

هاشم محمد نصير أنيس استنتينية

نظراً لإتمامه في دولة الكويت

درجة البكالوريوس في تقنية المعلومات والحوسبة

مع ما يلزم هذه الدرجة من حقوق وامتيازات

منحت في شهر أغسطس من عام ألفين وخمسة عشر ميلادية

وإقراراً بذلك ختمت هذه الوثيقة بخاتم الجامعة ووقعت بتوقيع المسؤولين

الجامعة وروعيت بذلك ختمت هذه الوثيقة بخاتم الجامعة ووقعت بتوقيع المسؤولين

Naif Bajali

مدير الفرع

الجامعة

مدير الجامعة

Certificate

Consultant Group Certifies that

Hashim Mohamed Tayseer Anas Estatiyeh

Has successfully completed all prescribed requirements of the course entitled

Project Management Professional (PMP)

35 PDUs (Professional Development Units)

During the period from 11-03-2022 to 22-04-2022

Online Training

Training Manager

Eng. Ahmed Hassan

Course Instructor

Dr. Nabil Albably, PMP 219332

Kuwait Oil Company

CERTIFICATE OF ACHIEVEMENT

Awarded to

Hashem Tayseer

In recognition to successful completion of the course

UPPER INTERMEDIATE ENGLISH LEVEL

with (88%)

From 08th October to 30th November, 2015 – (32 hours)

Mashari Al-Awadi
Team Leader
Exploration Operations

Ghada Ahmed
Head of Training Unit,
Exploration Group

Kevin Keene
Instructor