

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

AL-RHAMA INTERNATIONAL

PROJECT SUPERVISOR

- Developing and implementing projects work plans and review as appropriate to meet changing needs and requirements.
- Evaluating 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

SCHLUMBERGER (WESTERNGECO)

HR COORDINATOR

- 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

IT TECHNICIAN

AL-SHAHED NEWSPAPER

- 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)

RENEWALS

توقيع صاحب الجواز
SIGNATURE OF THE HOLDER

المملكة الأردنية الهاشمية THE HASHEMITE KINGDOM OF JORDAN



جواز سفر
Passport

Type / النوع

Country Code / رمز الدولة
JOR

Passport No / رقم الجواز
Q323214



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

هاشم (محمد تبسیر) افس استیغاثیہ

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

National No / الرقم الوطني
0801050844

80x / الجنس
M ذكر

Place of Birth / مكان الميلاد
KUWAIT الكويت

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

Mother's Name / اسم الأم
NA'ELA نائلة

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

Authority / منطقة الاصل
KUWAIT الكويت

P<JORESTATIYEH<<HASHIM<MT<A<<<<<<<<<<<<<<<<<<<
Q323214<<9JOR8911296M25101929891059844<<<<78



STATE OF KUWAIT CIVIL ID CARD



Civil ID No 289112901321

ہاشم محمد تیسیر انس
استیتہ

الرقم المدني
الاسم

Name HASHIM ESTATIYEH

Passport No Q323214

Nationality JOR

Sex M

Birth Date 29/11/1989

Expiry Date 25/09/2023

رقم الجواز

الجنسية اردني

الجنس ذكر

تاریخ الميلاد
تاریخ الانتهاء



فصيلة الدم: O+
(18)

الرقم المدني: 289112901321

المهنة: موظف ادارى

جمعية الرحمة العالمية

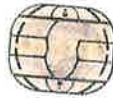
العنوان: المنقف

شارع 20

قسيمة: 5565

4: الدور

الدور: 4



الرقم: 12

الوحدة: شقه

الرقم الآلي: 19183951

Serial No:

3645261609

IDKWTk986591248289112901321<<<
8911296M2309257J0R19183951<<<8
ESTATIYEH<<HASHIM<<<<<<<<<<<<<

State of Kuwait
Ministry of Interior - General Department of Traffic
DRIVING LICENSE

دولة الكويت
وزارة الداخلية - الإدارة العامة للمرور
رخصة سواق



الإدارة العامة للمرور
Issuing Authority

License No. **289112901321**

Date of Issue **02/02/2009**

Date of Expiry **03/02/2024**

Date of Birth **29/11/1989**

Name **HASHIM ESTATIYEH**

Code **B C1**

Nationality **JOR**

Signature 

رقم الرخصة

تاريخ الإصدار

تاريخ الانتهاء

تاريخ الميلاد







الاسم

الجنسية الأردنية

التوقيع

الاسم: **هاشم محمد تومير استاتييه**

12.

9. نوع المركبة	10. تاريخ الإصدار	11. تاريخ الانتهاء	13. نوع الرخصة
A  >= 3 wheels			
B  >= 7 seats			
C1  <= 2000kg			
D1  > 7 seats <= 25 seats			
C  >= 2000kg < 7000kg			
CE  > 7000kg			
D  > 25 seats			
T  (تجديف)			

المهنة: **EMPLOYEE** Profession: **Employee**

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

10. Date of issue

11. Date of expiry

12. Additional information / restrictions

13. Domestic information

رقم الرخصة: **289112901321** License No.

الجنس: **ذكر** Gender: **Male**

فصيلة الدم: **O+** Blood Group

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



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

Certificate No: 9009/208148



Vice Chancellor
The Open University

University Secretary



الجامعة العربية المفتوحة
Arab Open University

استناداً إلى النظام الأساسي للجامعة قرر مجلس الجامعة منح

هاشم محمد نيسير أنس استثنائية

بفرع الجامعة 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

مفتوح

مدير الجامعة

ش. هاشم

العميد

Naif Bjalal

مدير الفرع



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

Course Instructor



Dr. Nabil Alabbady, PMP 219332

Training Manager

Eng. Ahmed Hassan



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**