**Ammar Suleiman**

**28.June.1974**

**Roding, Germany**

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**PROFESSIONAL PROFILE**

Result oriented project manager holding a Dipl. Ing (FH) in Electronic and Automation from Damascus University. Experience in Production and Personalization Systems/machines for Secure Documents and Printing Industry. Comprehensive knowledge in Secure Document Market (Banking, National Identity Cards, ePassports, Drivers Licenses and Vehicle registration, etc). Comprehensive knowledge in Data Enrollment Systems, Document Issuance and personalization machines, RFID machineries, Citizen Administration and Boarder Management Systems. Experience in software, programming /database.

**CORE COMPETENCIES**

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| --- | --- | --- |
| * Program Management
 | * Project Management
 | * International Team Building
 |
| * Customer Management
 | * Budgets / Forecasting
 | * Performance Enhancement
 |
| * Change Management
 | * Training & Development
 | * Bid Management
 |
| * International Proposals
 | * Service Improvements
 | * Business Development
 |
| * Operational Support Systems
 | * Regulatory Compliance
 | * IT service management
 |
| * IT Audit Management
 | * Vendor Management
 | * Customer SLA Management
 |
| * Team Management
 | * IT Security Management
 |  |
| * IT short and long term strategic Planning
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**CAREER SUMMARY**

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| --- | --- |
| **2012 – date** | **Mühlbauer High Tech International, Cards & Tecurity** |
|  | **Project Manager (Government Solutions)** |

* Managing multiple governmental solution projects simultaneously throughout project lifecycle including management of resources and teams to meet budgets, objectives and deadlines.
* Proactively managing changes in project scope, identifying potential crises, and devise contingency plans.
* Developing project plans, schedules and documentation; defining and assign work to consultants assigned to Project.
* Monitoring and controlling work in progress for technical adequacy; and providing active assistance to meet plans and schedules or resolving complex technical or customer requirements.
* Establishing metrics and monitoring progress throughout the lifecycle of projects to assure contract compliance, customer satisfaction and attainment of company commitments, goals and objectives.
* Reporting progress to appropriate levels of management and customers, and key stakeholders.
* Developing and maintaining relationships with new customer contacts.
* Conceptualizing solutions to customer problems that lead to new business opportunities.
* Actively identifies additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.

***Key Projects***

|  |  |
| --- | --- |
| Algeria Driver License | **Activities performed**: Design and card specification, production and Quality control. |
| Guatemala eID card | **Activities performed**: Design and card specification, production and Quality control. |
| Sudan National e-Passport Project, Issuance of e-Passports,Personalization systems, | **Location**: Khartoum, Sudan**Client**: Government**Activities performed**: Build, delivery, installation and qualification of equipment, machines and system.Project and Production ramp up. ePassport document design, security features and forensic feature specification.  |
| Sudan National ID Project, National ID Card production,Issuance of National ID,Personalization systems,Documents | **Location**: Khartoum, Sudan**Client**: Government**Activities performed**: Build, delivery, installation and qualification of equipment, machines and system.Project and Production ramp up.ID document design, security features and forensic feature specification. |
| National Driver License/Vehicle Registration Card production,Issuance of National Driver License / Vehicle Registration,Personalization systems,Documents | **Location**: Baghdad, Irak**Client**: Government**Activities performed**: Build, delivery, installation and qualification of equipment, machines and system.Production ramp up.DL/VR document design, security features and forensic feature specification. |
| Ministry of Foreign Affairs Employees Cards | **Location**: Riad, Saudi Arabia**Client**: Government**Activities performed**: Build, delivery, installation and qualification of equipment, machines and system.Production ramp up.EC document design, security features and forensic feature specification. |
| Saudi National ID Project | **Location**: Riad, Saudi Arabia**Client**: Government**Activities performed**: Build, delivery, installation and qualification of personalization equipment.Maintenance and Services.Production support.ID document design, security features and forensic feature specification. |

CORE COMPETENCIES

v Program Management v Project Management v International Team Building v Customer Management v Budgets / Forecasting v Performance Enhancement v Change Management v Training & Development v Bid Management v International Proposals v Service Improvements v Business Development v Operational Support Systems v Regulatory Compliance v IT service management v IT Audit Management v Vendor Management v Customer SLA Management v Team Management v IT Security Management v IT short and long term strategic Planning