

## **Ahmed Tharwat Ali Zaiton**

Amar Ibn Yaser Street, Belbies, Sharqeya

012/22279123

Ahmed\_Zaiton\_2010@yahoo.com

ahmed.zaiton14@gmail.com

---



### **PERSONAL DETAILS**

DOB: 18/10/1985.

Driving License: Yes

Nationality : Egyptian.

Military service: finally exempt.

Religion : Moslem.

Marital status: married.

### **PERSONAL SUMMARY**

A reliable, capable and enthusiastic supervisor who is able to take on the management and coordinating duties of any leadership role. Possessing extensive experience of supporting, developing and motivating teams to do better and to drive continuous improvements across a range of work activities. Also having a track record of coming up with practical improvement initiatives which enhance a company's overall effectiveness and harnesses the latent potential of its workers. Currently looking to join a suitable organization that rewards hard work and offers good opportunities for career development.

### **AREAS OF EXPERTISE**

- Leadership skills
- Cost control
- Commercially aware
- Communication skills
- Time management

## **CAREER HISTORY**

Supervisor 2016 – Present

**EL SEWEDY PLAST COMPANY**

Responsible for supervising a team and ensuring that duties are completed within strict timeframes. Developing a safe working environment by adhering to all necessary health and safety requirements and legislation.

### **Duties:**

- Delegating work duties to individual staff members.
- Deputizing in the absence of the management team.
- Identifying and evaluating employee training requirements.
- Carrying out staff appraisals, managing performance and disciplining staff.
- Writing reports for senior management and delivering presentations.

Team Leader 2010 - 2016

**EL SEWEDY PLAST COMPANY**

Chemical researcher 2008 - 2010

**EL SEWEDY PLAST COMPANY**

## **KEY SKILLS AND COMPTENCIES**

- Having a responsible attitude, remaining calm under pressure and possessing superb decision making skills.
- Able to build a positive rapport with staff.
- Assigning tasks to staff & clearly explaining how those duties are to be done.
- Able to introduce new processes to a team and organization.
- Calmly responding to accident and emergency situations.
- Setting goals and objectives for individuals and teams.
- Solid understanding of manual testing methods and processes.
- Extensive technical knowledge of test systems hardware and software of Brabender & Weather O-meter & carbon black & karlfischer & tensor check & shore hardness & melt flow index & dielectric constant & oxygen index & temperature oxygen index & smoke density chamber & furnace IEC60754 & data color & volume resistivity & heat stability instruments.
- Good user knowledge of all Microsoft operating systems.
- A high level of workmanship with an eye for detail.
- Experience of designing formula of (soft & rigid) P.V.C. compound & polyethylene master batch & polystyrene master batch & cross linking polyethylene compound.
- Knowledge of QA Run.

## ACADEMIC QUALIFICATIONS

MSc organic chemistry  
Zagazig University 2018

MSc business administration  
Al-Azhar University & Garden York University 2014- 2016

Diploma Biochemistry  
Zagazig University 2007

BSc Science (Chemistry and Entomology)  
Zagazig University 2002- 2006

## TRAINING

- I have attended the **On-site Total Quality Management (TQM) Training** at SGS academy (2019).
- I actively participated and completed **ISO 9001** (awareness) held at PRIVILEGE TRAINING COMPANY (2018).
- I actively participated and completed **ISO 17025** (awareness) held at PRIVILEGE TRAINING COMPANY (2018).
- I actively participated and completed **Minitab** held at PRIVILEGE TRAINING COMPANY (2018).
- I successfully completing **Accountability** Workshop held at Global Terminology Training and Consultancy (2018).
- I have training course in *Quality improvement tools* held at FEKR foundation for training (2017).
- I have attended a 60-hour course and passed a test comparable to the **Toefl** at Zagazig University (2014).
- I have successfully passed **ICDL** modules at CISCO Institute (2014).
- I have training course in **Latex and SPSS** programs at Zagazig University (2014).
- I have training course in *instrumental analysis* held at central laboratory, faculty of science, Ain Shams University (2006).

## PERSONAL SKILLS

- High performance
- Delegating
- Decision making
- Organizing
- Problem solving
- Attention to detail
- Communication skills
- Technically minded