

MUJIR HASHEM

Mobile1: +963 94 292 750

Mobile2: +97150 1566506

Email: hashemmuji@gmail.com

EDUCATION

Master of Science, Management information Systems

San Diego State University, May 1988 GPA: 3.76(Major)

Bachelor of Science, Computer Engineering

Iowa State University, May 1986 GPA: 3.2(Overall)

EXPERIENCE

Computer Lab Assistant

San Diego State University, San Diego, CA 9/87 - 6/88

- Administer a Novell Network.
- Help users learn different systems VAX 11/780, CYBER & PRIME.
- Tutor students in programming in Pascal, C, BASIC, and Fortran.

Programmer

Etreby Computer Systems, City of Industry, CA 8/88 - 9/90

- Implement a pharmacy management system & database.
- Perform technical support and troubleshooting for the above system.

Software Engineer

Nenuphar Establishment, Damascus, Syria 2/91 - 11/95

- Design and developed a digital mapping software
- Lead a team of software engineers to design, develop & implement the system.

Surveying, GPS, and Photogrammetry Systems Specialist

SETCO, Damascus, Syria 12/96 – 12/00

- Attend to all tenders related to the above systems.
- Hold demonstrations, lectures & seminars on these systems.
- Supervise the procurement and integration of these systems.
- Assist users in performing systems analysis and project costing.
- Attend several conferences and courses on these subjects.

Managing Director

SETCO, Damascus, Syria

1/01 – Present

Strategic

- Develop the long-term strategy for the company including future plans for growth and expansion.
- Identify the objectives of the company (Sales - Earnings - Growth rates).
- Submit the annual report to the Board of Directors showing strategic direction of the company, performance, financial condition, and the status of associate companies.
- Strive to achieve good and sustainable annual revenues.
- Maintain the company's excellent reputation and goodwill in the market.
- Strike up partnerships/alliances with certain system integrators resulting in mutual benefit.
- Attend shows/Exhibitions specialized in the company's line of interest.
- Find new vertical/horizontal markets for the company products/solutions.
- Make public relations with important customers, opinion-leaders, and entrepreneurs.
- Interact with diverse business executives from different business portfolios.
- Represent the company in front of the Tax authorities.
- Hold meetings with the company attorney to attend to pending legal issues with suppliers, clients & contract talks.

Business

- Maintain a strong and positive relationship with suppliers
- Discuss targets & business activities with suppliers
- Prepare quarterly/yearly reports
- Provide forecasts, market studies, and assessments.
- Attend Annual distributor Meetings/Conferences, and won many prizes for best distributor.
- Delegate sales and service staff to participate in training courses.

Financial

- Coordinate between the various managers for the annual work plan, which includes goals/targets, budgets, and marketing plans.
- Supervise the issuance of bid bonds, performance bonds,
- Handle remittances to suppliers, L/C's, and transfers.
- Negotiate payment terms with major suppliers.

Administrative

- Develop/revise the administrative structure of the company to improve the company's performance and efficiency.
- Develop the company bylaws with the chief administrative officer.

- Delegate managers/staff to achieve the desired targets.
- Manage & direct the managers holding monthly meetings.
- Listen to problems and complaints raised by employees in the company and resolve it appropriately.
- Identify problems that hinder the company's business and performance.
- Personal follow-up of important customers, potential big opportunities, and strategic tenders.
- Add new products/suppliers to the company's product basket.
- Monitor the competition (products, prices, services), and react quickly to changes in the market.

Personal Information

Date of Birth: 1962
Nationality: Syrian
Gender: Male
Marital Status: Married with 3 kids

References:

Mr. Mathias Militzer
Vice President MEITA Region
OKI Europe Ltd., Dubai, UAE
Tel: +971 4 204 5810

Mr. Christoph Linge
Sales Director
geo-FENNEL GmbH, Germany
Tel: +49 (0) 162 - 20 75 48 1

Declaration:

I hereby declare that the information given above are true and correct to the best of my knowledge.