



# Motaz Batran

## Communications engineer Administrative Coordinator

### Summary

- **Administrative Coordinator** : With over six years of experience in logistical management skills, correct rationalization of resources and efficiency in Microsoft Office and solving all expected problems in a way that ensures that work continues properly.
- **Communication engineer**: Three years of experience in the infrastructure of cell communications towers and base stations and managing access to them while working within the team environment

### PROFESSIONAL EXPERIENCE

Managing Director, LAMSAT ALEIZI TECHNICAL SERVICES EST

Country / City: United Arab Emirates, Dubai  
May 2024 – present

- Development and implementation of strategies for the development of the company's business and the achievement of the goals of the board of directors and shareholders.
- Providing strategic advice to the Governing Council and the President to get a precise vision of the market and the future of the company.
- Preparation and implementation of comprehensive action plans to facilitate achievement.
- Cost-effective operations planning and market development activities.

Administrative Coordinator, Syrian Trust for Development.

Country / City: Syria, Aleppo October 2021 – 2023

- Follow up on all required needs periodically, in addition to following up on generator matters
- Follow up on the facility's vehicles and manage them according to the highest performance standards to meet the work requirements for vehicle movement
- Periodically updating business data related to the facility and preparing reports
- Preserving the facility's assets and ensuring the best use of fixed assets in a way that reflects a positive and appropriate environment for the surrounding community and ensuring anticipating damage and loss.

### CONTACT

#### Address

Resident in United Arab Emirates  
Dubai

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#### Date of Birth :

21 MAY 1988

#### LANGUAGES :

- Arabic : Native
- English: level  
(C1 )

## SKILLS

- Problem Solving
- Flexibility
- Communication Skills
- Teamwork
- Organization
- Attention to Detail
- Ability to work and adapt quickly to any job environment.
- Planning and logical thinking skills
- Administrative work
- stores management
- Presentation and presentation skills.
- Leadership and team management skills.
- Ability to work under pressure
- Sales management
- Business development
- negotiating
- Leadership and team management
- Customer service
- Data analysis

## Driving licence

Driving licence category ( B )

- Inventory stores periodically, and ensure that materials match
- Providing proposals regarding the necessary improvements to the facility, infrastructure and equipment
- Handicrafts exhibition and commercial events
- Planning and implementing an exhibition of handicrafts and commercial events, which included about 50 participants from various commercial and industrial professions and lasted for two days.
- Earthquake emergency response
- Working with relief teams and partner organizations to provide immediate support
- Conducting a survey of all the centers and places where the affected people are located, working on all the data, and providing assistance to them
- Managing one of the warehouses created during the response process
- Managing the receipt of arriving materials, auditing them, and working to preserve them from damage or loss

Sales Manager, Joud Domestic Appliances Company.

Country / city: Syria, Aleppo January 2019 - October 2021

- Manage a portfolio of clients and develop new business relationships.
- Present products and services to potential customers
- Negotiate terms of sale and conclude contracts successfully.
- Build strong relationships with existing customers and key Accounts
- Prepare sales reports, performance analysis

Cill sites engineer and Drive test . Syriatel communication company

County/ city: Syria , Aleppo January 2016 - December 2018

- Installation of electrical communications equipment, antennas and all infrastructure required to process the sites.
- Periodic tests on cellular sites.
- Supervision of the implementation and construction of sites and base stations
- Drive test : Mobility to collect data on cellular network performance within different locations.
- Analysis of the data collected and action taken on the place where improvements are necessary

Data entry , Association for Aleppo .

Country / City : Syria , Aleppo January 2013 - December 2014

- Entering beneficiary data that was collected by the mobile teams
- Analyze this data, audit it, and update it periodically

## **EDUCATION**

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### **Bachelor Degree in Communications Technology**

**Engineering, Cordoba Private University**

(Maamoun previously) Science& Technology

2016 in Syria-Aleppo

## **TRAINING**

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- International Computer Driving License – (ICDL).
- First Aid Certificate from the Arab Syrian Red Crescent
- Training Certificate - Communication skills - (New Horizons – Syria- Aleppo ).
- Course in Network ( MCSE Network )  
New Horizons – Syria- Aleppo

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## **TECHNICAL SKILLS**

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- Computer Skills : Microsoft Office Suite
  1. Microsoft Word
  2. Microsoft Excel
  3. Microsoft Powerpoint
  4. Microsoft Outlook

**Best REGARDS ...**

