

# Curriculum Vitae

## Saer Dway

Aleppo, Aleppo Governorate, Syria

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## Personal Information

- **Name:** Saer Dway
  - **Father's Name:** Mohammad
  - **Date of Birth:** 15 June 1980
  - **Place of Birth:** Deir Touma, Syria
  - **Marital Status:** Married
  - **Nationality:** Syrian
  - **Address:** Ashrafieh, Al-Khazen Street, Aleppo, Syria
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## Summary

A dedicated and versatile professional with extensive scientific and practical experience in laboratory analysis, quality assurance, purchasing, and management. Proven ability to improve efficiency, quality, and operational performance in diverse industries, including medical, pharmaceutical, and agricultural sectors. Committed to research, development, and problem-solving to deliver innovative solutions. Strong advocate for honesty, integrity, and teamwork in achieving organizational goals.

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## Work Experience

### Purchasing Officer

*Namaa Development Association, Aleppo, Syria*

#### April 2024 – Present

- Collaborate with departments to identify procurement needs, prepare purchase orders, and secure management approvals.
- Research and evaluate suppliers to ensure quality, cost-effectiveness, and timely delivery.
- Negotiate contracts, monitor budgets, and manage supplier relationships for long-term benefits.
- Prepare periodic reports and identify opportunities for operational improvements.

### Assistant Department Head - Laboratory Analyst

*Directorate of Antiquities and Museums of Aleppo, Syria*

#### April 2021 – December 2024

- Prepared chemical solutions and optimized sample processing workflows, increasing efficiency by 50%.
- Conducted quantitative and qualitative analyses using advanced equipment (HPLC) and software (SPSS, AutoCAD).
- Supervised laboratory operations, distributed tasks, and enhanced sample throughput to 30 samples daily.
- Developed artifact case report forms, improving data analysis accuracy by 90%.

### Quality Assurance Chemist

*Oubari for Pharmaceutical Manufacturing, Aleppo, Syria*

**January 2020 – December 2021**

- Developed and monitored Standard Operating Procedures (SOPs) compliant with ISO standards (ISO9001, ISO16001, ISO45001).
- Conducted sterility and analytical tests for over 100 samples and ensured compliance with pharmaceutical quality standards.
- Improved production methods and supplier evaluations, resulting in a 60% increase in sales.
- Regularly calibrated laboratory equipment and maintained accurate records.

**General Director**

*Special For Detergents, Aleppo, Syria*

**January 2016 – April 2021**

- Managed daily operations, performance goals, and strategic planning for detergent manufacturing.
- Supervised talent acquisition, product quality, and tactical program development.
- Implemented strategies to enhance service quality and business growth, maintaining customer satisfaction.

**Laboratory Research Assistant**

*ICARDA, Aleppo, Syria*

**May 2007 – December 2015**

- Prepared chemical solutions for laboratory operations and processed 500 durum wheat samples daily.
- Conducted DNA analysis using PCR and electrophoresis, contributing to the development of SSR and AFLP technologies.
- Managed laboratory inventories and supported 15+ postgraduate students in research and training.
- Presented weekly reports, participated in research projects, and ensured equipment calibration.

**Laboratory Analyst**

*Alway's Cousins Factory, Aleppo, Syria*

**April 2005 – May 2007**

- Conducted tests on sugar syrup samples using volumetric titration and spectrometry.
- Improved production workflows, reducing waste by 75% and saving 30% in effort.
- Performed periodic calibration and maintenance of laboratory equipment.

**Assistant Student**

*University of Aleppo, Syria*

**September 2003 – September 2005**

- Prepared laboratory materials and assisted students with analytical techniques, including titration and HPLC.
  - Organized student progress records using Excel and ensured equipment calibration.
  - Supported professors with laboratory operations and practical lessons.
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## Education

### Bachelor of Applied Chemistry

*University of Aleppo, Syria*

**1999 – 2003**

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## Certifications & Training

- International Computer Driving License (ICDL) – 2011
  - Psychological and Social Support Course – Sand Development Foundation
  - Quality Systems and Quality Assurance Training
  - Al-Ameen Accounting Program Training
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## Skills

- **Analytical Chemistry:** Sequencing, Titration, HPLC, Spectrometry, DNA Analysis, Electrophoresis
  - **Laboratory Techniques:** Quality Control, Calibration, Microbiology, Biotechnology, SPSS
  - **ISO Standards:** ISO9001, ISO16001, ISO45001 Compliance
  - **Data Analysis & Documentation:** Excel, Microsoft Office, AutoCAD, Case Report Forms
  - **Operational Management:** Purchasing, Inventory Management, Budget Monitoring
  - **Problem-Solving:** Research & Development, Market Analysis, Process Optimization
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## Languages

- **Arabic:** Fluent
  - **English:** Very Good (Writing, Reading, Speaking)
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## References

- **Dr. Mohammad Qasim**  
Consultant, ICARDA Durum Wheat Program  
Email: [agromohammad@gmail.com](mailto:agromohammad@gmail.com)
- **Dr. Miloudi Nachet**  
Durum Wheat Breeder, ICARDA  
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