

|  |   |   |  |
|--|---|---|--|
| <b>Soumaia AMANE</b><br>(Own Visa)<br><b>Nationality: Moroccan</b><br>32 years old<br><b>Immediately Available</b> | <b>Address: Abu Dhabi, UAE</b><br><b>+971-55-724-9629</b><br><b><a href="mailto:soumaia.amane@gmail.com">soumaia.amane@gmail.com</a></b><br><b><a href="https://www.linkedin.com/in/soumaia-amine-26b56b26">linkedin.com/in/soumaia-amine-26b56b26</a></b><br><b>Vaccinated</b>   | <b>LANGUAGE SKILLS</b><br><b>English (Fluent)</b><br><b>Korean (fluent)</b><br><b>Arabic (Native)</b><br><b>French (Native)</b><br><b>Spanish (basic)</b> | <b>PERSONAL INTEREST AND SOCIAL</b><br><b>Volunteering For Charity</b><br><b>Korean Art,</b><br><b>Culture &amp; History</b><br><b>Travelling, Cooking</b><br><b>Recycling, Environment Protection</b> |
| <b>SKILLS, SPECIALTIES</b>   | <ul style="list-style-type: none"> <li>Company Formation</li> <li>Business Setup</li> <li>DED procedures</li> <li>government bodies</li> <li>Contracts &amp; legal forms</li> <li>Consulting &amp; support</li> <li>UAE Free Zones</li> <li>UAE labor and immigration</li> <li>Project management</li> <li>team playing</li> <li>communication</li> <li>Reporting</li> <li>HR management</li> <li>people management</li> <li>quick learning</li> <li>Solving problems</li> <li>Continuous improvement</li> </ul>  |   |  |
| <b>EXPERIENCE</b>  | <div> <b>ADMIN AND BNPP SITE ACCESS RESPONSIBLE</b> <b>KEPCO KPS – ABU DHABI UAE</b><br/> Since Aug 2020 (10 months)<br/> - Manage, monitor and follow access to BNPP in compliance with NNTC access procedure<br/> - Manage HR and support the hiring process,<br/> - Execute PRO operations, initiate all type of Visa process, insurance and driver's license (500 employees)<br/> - Coordinate and monitor the vacation (Flight, transportation and hotel reservations) quotations request, tax invoices generating and flight tickets fares negotiation and accommodations reservations (following Covid-19 restrictions and DOH instructions)<br/> - Documentation, reporting and Inventory Management </div> <div> <b>ETISALAT PROJECT COORDINATOR</b> <b>QAT GLOBAL TRACKING SYSTEMS- DUBAI UAE</b><br/> March 2020 - Jul 2020 (5 months)<br/> - Plan the tracking &amp; surveillance systems installation with the client at the transportation vehicle locations<br/> - Schedule the technician's intervention and Assure the quality of the intervention and data accuracy<br/> - Consolidate the reported data and control the entries (MDVR/GPS device connection to the platform, IoT)<br/> - Manage the project progress with the clients &amp; provide frequent progress reports and updated action plans </div> <div> <b>EVENT AND EXHIBITION COORDINATOR</b> <b>MAKESTAR- SOUTH KOREA COMPANY- DUBAI UAE</b><br/> September 2019 – March 2020 (6 months)<br/> - Plan, Organize and execute the exhibition presence at the Korea Brand &amp; content EXPO in Dubai 2019<br/> - Supervise the communication with Emaar, the venue Coca cola Arena, Dubai Tourism and Commerce, DTCM and ticketing partners (Book my show, Coca cola Arena, Platinumlist, Virgin Megastore) the media partners (Dubai TV, mbc, virgin radio) and arrange the transportation and security suppliers<br/> - Plan, lead and execute strategic partnerships that allow to sponsor the event (QKO, 1004Gourmet, Cosmetics Marys Clinic, Jaaem, etc.)<br/> - Ensure real time English- Korean interpretation for KBS team the host Korean national Broadcasting<br/> - Manage the event's social media brand and presence, provide and execute the digital marketing strategy </div> <div> <b>QUALITY CONSULTANT</b> <b>GWR CONSULTING- UAE</b><br/> June 2016 – Aug 2019 (3 years 2 months)<br/> - Measure customer service quality &amp; compliance with regulation, customer satisfaction &amp; loyalty programs efficiency<br/> - Support customers to implement more efficient and targeted business development strategy<br/> - Collect, Review and analyze specific products and services data, completing quantitative/ qualitative analysis reports on the data.<br/> Achievement: 98% customer satisfaction, Quality reports scores average 1,89/2, Quality audit efficiency: 94% </div> <div> <b>QUALITY ASSURANCE &amp; CONTROL RESPONSIBLE</b> <b>ST MICROELECTRONICS- MOROCCO</b><br/> April 2015 – April 2016 (1 year)<br/> - Managed quality control and quality assurance of a manufacturing workshop bank card chips &amp; memories<br/> - incorporated quality procedures for production incoming material, in-process &amp; outgoing products<br/> - Processed clients' claims, taking containment actions and realizing 8D reports with the team's support.<br/> - Audited officially the gold sheets supplier in France for contract renewal decision-making. </div> |   |  |

|                                    |  |  |  |
|------------------------------------|--|--|--|
|                                    | <ul style="list-style-type: none"> <li>- Enforced the success of ISO TS 16949 (automotive standard of ISO 9001) preparation &amp; certification.</li> <li>- Achieved Score A; and VDA 6.3 audit score: 96% in Quality management system (<b>QMS</b>) ST internal audit</li> <li>- Improved customers' satisfaction from 65% to 90% (<b>Panasonic, NTT, DNP &amp; HP</b>) and external customer's claims (from 13 to 2).</li> </ul> <p><b>ANALYSIS &amp; DESIGN ENGINEER      SAFRAN ENGINEERING SERVICES (LABINAL POWER SYSTEM)- MOROCCO</b></p> <p>June 2012 – March 2015 (2 years 9 months)</p> <ul style="list-style-type: none"> <li>- Developed the methods, manufacturing instructions documentations, budget and coordination with clients</li> <li>- Implemented lean sigma &amp; quality processes &amp; Improved the quality of delivered projects and delivery time by 30%, and reduced production costs by 10%.</li> <li>- Led technology transfers projects and manufacturing lines transfer from worldwide plants to Moroccan plants, for international customers as Aircelle (Silvercrest) &amp; Bombardier (Learjet).</li> <li>- Managed the FAI (first article inspection) of Learjet Bombardier Fuselage.</li> <li>- Created the audit checklists and realized monthly Health, Safety &amp; environment audits of the company's site, environment protection and working safety awareness campaign for the employees.</li> <li>- Enforced the Safety, health and environment certification and compliance to the SSE standard made by Safran Group combining OHSAS 18001 (<b>NOW ISO 45001</b>) AND <b>ISO 14001</b>.</li> </ul> <p><b>PROCESS ENGINEER      SUMITOMO ELECTRIC BORDNETZE (SUMITOMO GROUP)- MOROCCO</b></p> <p>September 2011- June 2012 (10 months)</p> <ul style="list-style-type: none"> <li>- Re-engineered the wire twisting process and Created visual management workstations documentations</li> <li>- Led the buying of new machines process</li> <li>- Improved by 60% the efficiency of twisting machines &amp; by 20% the quality of products</li> <li>- Training the operators about the new changes and the new machines working process.</li> <li>- Implemented KAIZEN (Lean) and DMAIC (Six Sigma) to the cutting and twisting manufacturing lines</li> </ul> |  |  |
| <b>EDUCATION</b>                   | <ul style="list-style-type: none"> <li>- <b>Digital/social media marketing CERTIFICATE</b>      <b>ONLINE COURSE</b>      <b>JUNE 2018</b></li> <li>- <b>MANAGEMENT MASTER DEGREE</b>      <b>ENSAM PARIS TECH, METZ, FRANCE</b>      <b>SEPTEMBER 2011</b></li> <li>- <b>Design, Innovation, Risk &amp; Decision</b></li> <li>- <b>ENGINEERING MASTER DEGREE</b>      <b>ENSAM, MEKNES, MOROCCO</b>      <b>JULY 2011</b></li> <li>- <b>General/Materials &amp; manufacturing processes engineering</b></li> <li>- <b>MATHEMATICS &amp; SCIENCE BACCALAUREAT (DIPLOMA)</b>      <b>MED 5 HIGH SCHOOL, CASABLANCA, MOROCCO</b>      <b>JUN 2005</b></li> <li>- <b>General sciences, mathematics, algebra and mechanical dimensioning &amp; design (French and English)</b></li> </ul>  |  |  |
| <b>MANAGEMENT &amp; LEADERSHIP</b> | <ul style="list-style-type: none"> <li>- <b>GOT THE CHANCE TO MANAGE A TEAM OF 9 COMPETENT PEOPLE</b> (1 expert Technician &amp; 8 quality inspectors)</li> <li>- <b>LEAD &amp;</b> prepared with Eedama a class of <b>planting sustainably</b> at Lycee Loui Massignon, Abu Dhabi</li> </ul>  |  |  |