

APRIL – 2021

**ABDULKAFI ELAHMER**

31.01.1998

Syrian – Turkish

Gaziantep – Turkey

Abdulay4@gmail.com

[www.kafi.info](http://www.kafi.info)

[www.kefidesign.graphics](http://www.kefidesign.graphics)

05538310198

## EDUCATION

### MECHANICAL ENGINEERING

KARAMANMARAŞ SÜTÇÜİMAM ÜNİVERSİTESİ

2016-PRESENT

KAHRAMANMARAŞ-TURKEY

## WORKING EXPERIENCE

**SHAFAK NGO** AUG 2020-PRESENT – GAZIANTEP/TURKEY

### HUMAN RESOURCES ASSISTANT

- MANAGING THE ARRANGEMENT, COLLECTION AND ARCHIVING OF EMPLOYEE FILES COMPLETELY, ACCORDING TO THE SYSTEMS APPROVED BY THE ADMINISTRATION.
- WORKING WITH THE ONGOING OPERATIONS OF THE MANAGEMENT INFORMATION SYSTEM MIS WITH REGARD TO PERSONNEL AFFAIRS, SALARIES AND THEIR ATTACHMENTS.
- CONTRACTING WITH EMPLOYEES - PROCESSING RESIGNATION REQUESTS - PROCESSING END-OF-SERVICE REQUESTS (CLEARANCE PATENTS, EXPERIENCE CERTIFICATES, END-OF-WORK INTERVIEWS) - COMMUNICATION WITH LEGAL AFFAIRS SPECIALISTS IN RELATION TO EMPLOYEES - MONITORING EMPLOYEE ATTENDANCE AT ALL SHAFAK EVENTS.
- OVERSEEING ALL PERSONNEL OPERATIONS (VACATIONS - REMUNERATION - ASSIGNMENTS - CHANGING STATUS).
- ASSIST THE HR OFFICER IN IDENTIFICATION OF NEW SOURCES CANDIDATES.
- POSTING OF INTERVIEW AND EXTERNAL ADVERTISEMENTS.
- SCHEDULE INTERVIEWS WITH THE CANDIDATES.
- ASSIST THE HR OFFICER AND HR COORDINATOR IN CHECKING EMPLOYMENT REFERENCES IF NEEDED.
- ASSIST THE HR OFFICER IN UPDATING ALL TRACKERS REGULARLY (LEAVE REQUESTS, TIMESHEETS, DATABASE, ETC.).
- SUPPORT STAFF INTRODUCTIONS AND MAINTAIN AN INTRODUCTION DATABASE.

- ENSURING ALL EMPLOYEE PERSONNEL FILES ARE COMPLETE AND ACCURATE.
- COORDINATE THE ARRIVAL OF NEW STAFF AND COORDINATE WITH ALL DEPARTMENTS WITH ALL DEPARTMENTS AS REQUIRED FOR AN INDUCTION SCHEDULE.
- SUPPORT COLLECTING STAFF DOCUMENTS FOR WORK PERMIT APPLICATIONS.
- WHEN REQUESTED BY LINE MANAGER, LIAISE WITH ALL FILED OFFICERS ON ISSUES RELATED TO HR.
- ASSIST AND PROMOTE EMPLOYEE UNDERSTANDING AND ADHERENCE TO PERSONNEL POLICIES.
- ENSURE JOB DESCRIPTIONS ARE COMPLETE FOR ALL STAFF.
- SUPPORT THE TEAM AND STAFF FOR ANY HR RELATED ISSUE WHEN REQUESTED.
- IMPLEMENTING THE MEASUREMENTS OF TRAINING RESULTS, BUILDING THE TRAINING LINE FOR EMPLOYEES, IN ADDITION TO ORGANIZING EMPLOYEE TRAINING PROCESSES, IN TERMS OF NOMINATION, ATTENDANCE AND ATTENDANCE REPORTS, AND ARCHIVING AND KEEPING THEM IN A WAY THAT ALLOWS RETURNING TO THEM EASILY.

**BIVER MOBILYA** FEB 2020-AUG 2020 – KAHRAMANMARAŞ/TURKEY  
**WEB DESIGNER, GRAPHIC DESIGNER, LIGHT CNC OPERATION AND ARCHVIZ.**

**GRAPHIC DESIGNER:**

- DESIGNING THE VISUAL IDENTITY OF THE BRAND INCLUDING LOGOS, PROMOS, PRINTED MEDIA AND DOCUMENTATION, AND SOCIAL MEDIA TEMPLATES FOR BOTH OF BIVER MOBILYA AND ITS PARENT COMPANY MODERATE VISION.

**WEB DESIGNER / ADMIN:**

- DESIGNING AND EXECUTING BIVERMOBILYA.COM.
- OVERSEEING THE WEBSITES LAYOUT.
- PLANNING THE STYLE OF COPY REQUIRED AND THE FREQUENCY WITH WHICH IT WILL NEED UPDATING.
- PRODUCING NEW CONTENT AND WRITING IT IN AN INTERESTING AND APPEALING MANNER.
- CHECKING CONTENT FOR ACCURACY.
- SOURCING IMAGES AND ARTWORK.
- SEO AND SOCIAL MEDIA.
- MONITORING AND ANALYSING WEBSITE'S TRAFFIC.

**CAD/CAM OPERATOR:**

- DOCUMENTATION AND PREPARING DETAILED FINAL DESIGNS.
- CREATING VISUALIZATIONS OF FURNITURE DESIGNS AND CONCEPTS.
- CNC OPERATION.

**MIS MANAGEMENT:**

- DEVELOPMENT OF APPLICATIONS THROUGH THE FULL PROJECT LIFECYCLE FROM GATHERING REQUIREMENTS THROUGH TO DOCUMENTATION, TRAINING AND SUPPORT.
- DEVELOP, DESIGN AND TEST NEW REPORTS AND APPLICATIONS, IN CONJUNCTION WITH OTHER INTERNAL TEAMS (HR DEPARTMENT, CALL CENTER, MEDIA AND WEB, EXTERNAL AGENTS AND USERS) AND THE SYSTEM SUPPLIERS.
- ASSIST IN THE TESTING AND IMPLEMENTATION OF ANY UPGRADES TO SOFTWARE AS THE NEED ARISES
- WORK IN CLOSE COLLABORATION WITH ALL USERS OF THE MI SYSTEMS AND PROCESSES.
- LIAISING WITH THE MIS SOFTWARE SUPPLIERS WITH REGARDS TO TECHNICAL ISSUES WITHIN THE SYSTEM WITH WHICH THE COMPANY NEEDS SUPPORT AND SOLUTIONS.
- CONTRIBUTE TO THE DEVELOPMENT OF NEW PROCEDURES AND PROCESSES TO ENSURE THAT DATA QUALITY IS IMPROVED.
- IDENTIFY OPPORTUNITIES AND DEVELOP INTEGRATION OF THE MIS REPORTING SYSTEMS WITH OTHER COLLEGE SYSTEMS WHEREVER SUITABLE.
- PROVIDE ADVICE AND SUPPORT FOR USERS OF APPLICATIONS MAINTAINED BY THE MANAGEMENT INFORMATION SYSTEMS TEAM ON A DAY TO DAY BASIS.

**WEB ADMINISTRATOR:**

- DEVELOPING EDITORIAL POLICIES, COPYRIGHT, DATA PROTECTION AND BEST PRACTICE.
- CREATING SCHEDULES AND AGREEING DEADLINES, SUPERVISE THE WEBSITE'S LAYOUT.
- PLANNING THE STYLE OF COPY REQUIRED AND THE FREQUENCY WITH WHICH IT WILL NEED UPDATING.
- PRODUCING NEW CONTENT AND WRITING IT IN AN INTERESTING AND APPEALING MANNER.
- INCORPORATING WRITTEN COPY ONTO THE WEBSITE FROM OTHER INDIVIDUALS OR DEPARTMENTS
- MAINTAINING THE SITE ONCE IT IS LIVE AND ENSURING THE INFORMATION IS ACCURATE
- SOURCING IMAGES AND ARTWORK, AND COMMISSIONING PHOTOGRAPHERS AND OTHER CREATIVE PROFESSIONALS.
- SEO AND SOCIAL MEDIA.
- MONITOR AND ANALYSING WEBSITE'S TRAFFIC.

- ANALYSE RECORDS AND LOGS TO SPOT UNDERLYING TRENDS AND POTENTIAL ISSUES.
- BACKING UP AND MAINTAINING THE SERVERS AND DATA BASE.
- NEW DATA TABLE SETUP AND DATABASE BACKUP USING SQL SERVER MANAGER STUDIO.
- DETERMINING LEVEL OF ACCESS TO THE WEBSITE'S FEATURES FOR EACH INDIVIDUAL ACCORDING TO EACH'S QUALIFICATION AND RESPONSIBILITIES.

#### **FIELD DIRECTOR/CAMERA OPERATOR:**

- DETERMINING AN EPISODE'S GENERAL STORY LINE AND SCENARIO.
- CAMERA OPERATION.
- OVERSEEING THE MONTAGE PROCESS.
- UPDATING AND MAINTAINING WEB CONTENT.

#### **GRAPHIC DESIGNER:**

- DESIGNING PROMOS, PRINTED MEDIA AND SOCIAL MEDIA TEMPLATES AND POSTS.

#### **IT SUPPORT:**

- CONFIGURING COMPUTER HARDWARE, SOFTWARE, SYSTEMS, NETWORKS, PRINTERS AND SCANNERS.
- TROUBLESHOOT AND RESOLVE ISSUES WITH SOFTWARE OR HARDWARE.
- RESPONDING IN A TIMELY MANNER TO SERVICE ISSUES AND REQUESTS.
- SETTING UP ACCOUNTS FOR NEW USERS.
- REPAIRING AND REPLACING EQUIPMENT, AS NECESSARY.
- TRAINING MORE JUNIOR STAFF MEMBERS.
- TEST, EVALUATE, AND MAKE DECISIONS ABOUT NEW TECHNOLOGY FOR THE COMPANY.

**FIKIR EVI DERNEĞİ**                      AUG 2016-NOV 2016 – KAHRAMANMARAŞ/TURKEY  
**GRAPHIC DESIGNER, TÖMER TEACHER**

#### **TURKISH LANGUAGE TEACHER FOR FOREIGNERS:**

#### **GRAPHIC DESIGNER:**

- COMPLETE LOGO DESIGN AND VISUAL-IMAGE FOR FIKIR EVI.
- SOCIAL MEDIA TEMPLATES.
- PROMOTIONAL MATERIAL.
- PRINTED MEDIA.

**PRATIK MEDYA**

JAN 2016-AUG 2016 – KAHRAMANMARAŞ/TURKEY

**WEB DESIGNER, GRAPHIC DESIGNER**

**GRAPHIC DESIGNER:**

- LIAISING WITH CLIENTS TO DETERMINE THEIR REQUIREMENTS AND BUDGET.
- WORKING WITH CLIENTS, BRIEFING, AND ADVISING THEM ABOUT DESIGN STYLE, FORMAT, PRINT PRODUCTION AND TIMESCALES.
- DEVELOPING CONCEPTS, GRAPHICS AND LAYOUTS FOR PRODUCT ILLUSTRATIONS, COMPANY LOGOS AND WEBSITES
- DETERMINING SIZE AND ARRANGEMENT OF COPY AND ILLUSTRATIVE MATERIAL, AS WELL AS FONT STYLE AND SIZE
- LIAISING WITH EXTERNAL PRINTERS ON A REGULAR BASIS TO ENSURE DEADLINES ARE MET AND MATERIAL IS PRINTED TO THE HIGHEST QUALITY.

**WEB DESIGNER:**

- DESIGNING ENGAGING AND RESPONSIVE LANDING PAGES.
- INTEGRATING CLIENT CMS PROGRAMS AND DATA FEEDS INTO WEBSITES.
- OPTIMISING SITES FOR MAXIMUM SPEED AND SCALABILITY.
- EMPLOYING INDUSTRY AND DESIGN BEST PRACTICE THROUGH WEBSITE BUILD PROCESS.
- CONDUCTING WEBSITE TESTING.
- LIAISING WITH BACK-END DEVELOPERS TO ENSURE WEB AND APP LOGIC IS PROPERLY INTEGRATED,
- ENSURING WEBSITE FUNCTION AND STABILITY ACROSS DEVICES I.E. DESKTOP, MOBILE, TABLET.
- WORKING WITH MARKETING AND RESEARCH TEAMS TO INCORPORATE BRAND ELEMENTS AND RELEVANT MARKET RESEARCH FINDINGS INTO WEBSITE.
- PROVIDING INTERNAL SUPPORT AND EXTERNAL CUSTOMER SERVICE THROUGHOUT THE BUILD AND LAUNCH PROCESS OF THE WEBSITE.

# TRAINING AND OTHER CONTRIBUTIONS

AL-MUNTHIR SAFFAN - SHAFAK ORGANIZATION

**ADVANCED EXCEL TRAINING**      5 DAYS WORKSHOP-2020  
GAZIANTEP-TURKEY

---

KNOWLEDGE PATHWAYS INTERNATIONAL

**MARKETING AND DIGITAL MARKETING STRATEGIES**      2 DAYS WORKSHOP-2019  
ISTANBUL-TURKEY

AN IN-DEPTH LOOK INTO MARKETING AND DIGITAL MARKETING STRATEGIES AND  
WAYS OF IMPLEMENTING THEM EFFECTIVELY.

---

ORANGE ORGANIZATION

**BANKING IN TURKEY**      3 HOURS TOTAL IN LECTURES-2019  
KAHRAMANMARAŞ-TURKEY

---

EMG TRAINING ACADEMY - UNITED GROUP

**DIGITAL MARKETING**      9 HOURS TOTAL IN LECTURES-2018  
ISTANBUL-TURKEY

AN INTRODUCTION TO DIGITAL MARKETING RULES AND TRENDS.

---

AFKAR PLASTIK - KSÜ

**MECHANICAL ENGINEERING INTERN**      ONE MONTH INTERNSHIP-2020  
GAZIANTEP-TURKEY

MANUFACTURING STRATEGIES FOCUSED INTERNSHIP.

---

**HACKATHON ISTANBUL**      2 DAYS COMPETITION-2016  
TURKEY-ISTANBUL

A 2 DAY COMPETITION WHERE CONTESTANTS WERE TASKED AS A TEAM OF 4 TO  
BUILD A PRODUCT OR A SERVICE WITH COMPLETE BUSINESS MODEL AND WEBSITE  
WITHIN A BUDGET.WE GOT 5<sup>TH</sup> PLACE OUT OF 35 WITH OUR SMART HOUSE SYSTEM.

---

## LANGUAGES

	LISTENING	READING	SPEAKING	WRITING
<b>ARABIC</b>	C1	C1	C1	C1
<b>ENGLISH</b>	C1	C1	C1	C1
<b>TURKISH</b>	C1	C1	C1	C1

---

## COMPUTER SKILLS

EXCELENT HANDLILING IN THE FOLLOWING PROGRAMS:

- OPERATION AND MAINTENANCE OF MICROSOFT WINDOWS.
- MICROSOFT OFFICE (EXCEL, WORD, POWERPOINT).
- ADOBE CREATIVE PRODUCTS
- CAD&CAM PROGRAMS (SOLIDWORKS, AUTOCAD, ARTCAM, FOSION 360)
- WORDPRESS, HTML AND SEO TOOLS.
- EFFICTIVE GOOGLING.

VERY FAMILIAR WITH:

- MICROSOFT SQL
- VMWARE
- BLENDER 3D

## ORGNIZATIONAL AND COMUNICATION SKILLS

- FLEXIBILITY AND OPENNESS TO CHANGE.
- EASYGOING AND APPROACHABLE.
- CRITICAL INNOVATIVE THINKING.
- PROBLEM SOLVING WITH ATTENTION TO DETAIL.
- PLANNING FOR GOALS.
- ABILITY TO WORK ON OWN INITIATIVE.
- LEADING AND MANAGING TEAMS.
- MEETING DEADLINES CONSISTENTLY AND WORKING UNDER PRESSURE.
- HIGHLY MOTIVATED.

## MY GOALS

I AM LOOKING FOR AN OPPORTUNITY TO WORK WITH A TEAM THAT RUNS ON CLEAR COMMUNICATION. I WANT TO ALIGN MYSELF WITH A HUMANITARIAN ORGANIZATION I BELIEVE IN AND WHERE I CAN CREATE POSITIVE CHANGE. I AM ALWAYS LOOKING TO LEARN MORE AND AM OPEN TO TAKING ON CHALLENGING PROJECTS.