

# Mohamad Ali Ali

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## CONTACT

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## WORK EXPERIENCE

### NISCVT

**Aug 2014 — Continuing**

Vocational Training Coordinator

- 1) Coordinates activities of instructors engaged in training employees.
- 2) Assigns instructors to conduct training.
- 3) Schedules classes, based on availability of classrooms, equipment, and instructors.
- 4) Evaluates training packages, including outline, text, and handouts written by instructors.
- 5) Assigns instructors to in-service or out-service training classes to learn new skills as needed.
- 6) Monitors budget to ensure that training costs do not exceed allocated funds.
- 7) Writes budget report listing training costs, such as instructors' wages and equipment costs, to justify expenditures.
- 8) Attends meetings and seminars to obtain information useful to training staff and to inform management of training programs and goals.
- 9) Monitors instructors during lectures and laboratory demonstrations to evaluate performance.
- 10) May perform other duties as required.
- 11) May develop and conduct training programs for employees.

## QUALIFICATIONS

Translation Skills - Arabic/English

( I work online as a freelance translator @ protranslate.net)

## EDUCATION

### Bachelor of mechanical engineering

**2008/2009 — 2012/2013**

Beirut Arab University

## INTERESTS

Gaining professional translation experience.

## REFERENCES

References available upon request.