

# Faiz A El Tallua

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## Career Objective

To secure a promising position that offers both a challenge and a good opportunity

## Personal Information

Birth Date: 06 July 1976  
Gender: Male  
Nationality: Libyan Place  
of Birth Germany  
Visa Status: Citizen (Libya)  
Marital Status: Married  
  
Number of Dependants: 3  
  
**Driving License:** 1<sup>st</sup> degree -Libyan

## Professional Experience

**May 2013**                      **Logistics Specialist [Huawei](#)**  
**Al Nouflain, Tripoli Libya**  
**[www.huawei.com](http://www.huawei.com)**

**Company Industry:** is a leading global information and communications technology (ICT) solutions provider.

**Department:** Supply Chain Management

**[Logistics Specialist.](#)**

**Responsibilities & Job Role Is** Sourcing, purchasing, transport, warehousing and distribution. Also involved in identifying and implementing initiatives to reduce the overall supply chain cost base.

Monitoring data management to keep accurate product, contract, pricing and invoicing information.

Working closely with suppliers and customers to improve operations and reduce cost.

Ensuring the personal safety and safe working environment of staff.  
Negotiating contracts to reduce costs and achieve maximum efficiency.  
Providing accurate routing information to ensure that delivery times and locations are coordinated.  
Accurately calculating total supply chain costs in relation to proposed new projects.  
Obtaining quotes for transportation and also making cost comparisons.

**Feb 2012 –Feb 2013: Assistant Manager PwC**  
**BenAshour Area, Tripoli Libya**  
[www.pwc.com](http://www.pwc.com)

**Company Industry:** Professional Accountancy service firm, Assurance and Tax practice.

**Department:** Administration

*Assistant Manager.*

**Responsibilities & Job Role Is** fulfilling the role of buffer between the management team and the supervisors.  
And in lieu of the management make many of the day-to-day

office decisions

**Delegating** tasks

**Training and development** team members

**Recruiting** staff

**Work** scheduling

**Aug 2010 – Feb 2011: System Consultant Aconex**

Hai Alandluos Tripoli Libya  
[www.aconex.com](http://www.aconex.com)

**Company Industry:** Online document management, web collaboration and project management software for construction, engineering and facility management

**Department:** Client Operations

*System Consultant.*

**Responsibilities & Job Role Is** responsible for product implementation, system training, client service and ongoing account management.

Product Implementation

Work with clients to develop project specific documentation project participants

help drive use of the Aconex system on the project

### System Training

Provide software training for new and existing customers, both in groups and on a one-to-one basis sessions order to troubleshoot and train effectively

Aconex internally

Account Management/ Customer Service relationships with key clients

provide technical support and case management of issues-actively

provide input into customer service strategy, procedures and

direction. Promote teamwork and collaboration to project participants

provide best practice advice to clients

Seek leads and referrals for the Sales/ Business Development team

### **Jan 2009 – Jun 2010: Document Controller, Help Desk, Tech Support & Network Administrator**

#### **Fast North Africa**

Gasr Benghazi El-Hadba El-Khadra Tripoli Libya

[www.fastoilequipment.com](http://www.fastoilequipment.com)

**Company Industry:** Oil Service

**Department:** Administration

#### **Help Desk & Administrator Clerk.**

Responsibilities & Job Role keeping updated of the companies general system files and clients accounts updates.

Quotation issued for contracts or services

Contracts confirmed

Service Orders confirmed

Historic data archive for contract and service orders

Workshop Job Files

Certification packages

Invoices/Service tickets/delivery tickets

Payments

Subcontractor general file

Subcontractor offers/contracts

Machinery documents and machinery suppliers documentation

Company Registration Documents

Transport Documents

Custom Documents

Licensors Contracts and documents

#### **ADMINISTRATION**

Provide expertise in dealing with Transport in/out documents,

Provide expertise in dealing with Custom in/out documents,

Procure material in agreement with (B) indications,

Keep inventory of internal and external Yard on rental to clients,

**March 2006 - August 2008:**

**Help Desk, Tech Support**

**African Bottling Operations** (ABO), ABO is a company of bottling **PEPSI** Product in Libya.

Ghoth ashall, near National tobacco Factory, Libya

**Company Industry:** Food Manufacturing and Production

**Department:** Information Technology

**Help Desk, Tech Support**

**Responsibilities & Job Role** Help Desk / Tech support then to Network Administrator. During this time I gain good Experience in Hardware, Networks, OS, Applications, Security, and Telecommunications.

**November 2003 - March 2006:**

**MFMC & S&D Coordinator Assistant**

**African Bottling Operations** (ABO), ABO is a company of bottling **PEPSI** Product in Libya.

Ghoth ashall, near National tobacco Factory, Libya

**Company Industry:** Food Manufacturing and Production

**MFMC & S&D Coordinator Assistant**

**Responsibilities & Job Role** I joined them in 2003 as a Master File Maintenance Clerk. During this time I gain Experience in Data entry and MS Applications and working on the company Sales & Distribution system.

## **Education & Certificates**

**September 2003:** AL-AFAQUE University / Faculty of Science / Computer Science Department., Tripoli, Libya  
Bachelor's degree/higher diploma, Computer Science

## **Career Level**

Courses and Qualifications: Computer Programming Languages  
/ System Analysis Skills/Networking/Data Base/ Graphics/Web.

Recommendations: from Head of Computer Science Department, from my final project Supervisor and other lecturers.

Assist many lecturers to make projects and presentations.

**Career Level:** Advanced Career (10 years experience)

**Notice Period to Work:** **One Month**

**Last Monthly Salary:** **≈ LYD 3000**

## Skills

Skill	Level	Years Of Experience	Last Used
Implementing, Managing and Troubleshooting Windows 9x, ME, XP, Vista, Windows 2000 & 2003 Server	Expert	More than 4 Years	3 Years
Planning, Implementing, and Maintaining a Microsoft Windows Server 2000 - 2003 Active Directory	Intermediate	More than 4 Years	3 Years
Network Engineer Planning, Implementing LAN/WAN	Intermediate	More than 4 Years	3 Years
Windows 2003 Security management	Intermediate	More than 4 Years	3 Years
Managing Microsoft VPN Connections	Intermediate	More than 4 Years	3 Years
Implementing, Managing and Troubleshooting MS Exchange Server 2003 & MS ISA server 2006	Intermediate	More than 4 Years	3 Years
Monitoring 3COM Switches, (Administrator) 3COM NBX 100 System V.6, Cisco Firewall PIX 515E, DVB Internet System	Intermediate	More than 4 Years	3 Years
Installing and Managing Wireless Networks	Intermediate	More than 4 Years	3 Years
Implementing and Managing Symantec Antivirus Corporate Edition 10 Server/Clients.	Intermediate	More than 4 Years	3 Years
Good Knowledge of TCP/IP Protocol	Intermediate	More than 4 Years	3 Years
MS Office Outlook, Word, Excel, Power point, Access, Front page, Visio	Expert	More than 10 Years	1 month or less
Hardware Troubleshooting, Servers, PCs, Notebooks, Printers.	Expert	More than 10 Years	2 Years

Skill	Level	Years Of Experience	Last Used
Backup & Restore Strategies Solutions Using: Microsoft Backup tool – Acronis True Image Home/Workstation/Servers.	Expert	More than 4 Years	3 Years
Using Recovery tools like: Emergency Recovery Desk ERD Windows PE Recovery Tools – Recovery Tools - Recover my files - Easy Recovery Pro-FinalData Enterprise.	Expert	More than 10 Years	1 month or less
Graphics / Web Design Software's Photoshop CS, Adobe Premiere, Adobe Flash, Adobe Dreamweaver.	Expert	More than 10 Years	1 month or less

### **Languages**

Language	Level	Years of Experience	Last Used
Arabic	Fluent	Mother Tongue	1 month or less
English	Fluent	More Than 20 Years	1 month or less