

## Khalid Reshid's Resume

### Personal Details

Name: **Khalid Zekaria Reshid**

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### Educational Background

Certificate of High School Completion in Ethiopia (1996)

Diploma in Purchasing and Supplies Management (1998)

B.A. Degree in Economics (2003)

### Work Experience

From 1999 – 2012 G.C. I have been working in the Federal Democratic Republic of Ethiopia of the Harari People Regional State's at different levels in different offices and bureaus.

#### **As a General Service Department Head:**

- Assigning and supervising procurement officers, drivers, janitors, guards, telephone operators, gardeners, store keeper and record keeping employees.
- Supervising and dispatching organizational automobiles.
- Executing and supervising procurement.
- Performing liason activities.
- Preparing and presenting monthly, quarterly, half year and annual performance reports.

#### **As Planning and Programming Expert:**

- Preparing the detailed plan and programs of the organization.
- Revising and compiling the annual plans and programs of the organization.
- Revising and compiling the annual budget of the organization.
- Revising and compiling the quarter, half year and annual reports of the organization.

- Revising, compiling, preparing and presenting the overall annual audit report of the Harari People National Regional State.
- Planning, coordinating and organizing different kinds of workshops, trainings for the audit officers,
- Planning, coordinating, organizing and executing enter Ethiopian regional states general auditor bureaus experience sharing workshops; and meetings with regional stake holders.
- Preparing and presenting fund raising proposals to different governmental and non-governmental stake holders.

**Arrow Electronics** as a Warehouse Associate worked from September 11, 2014 up to February 19, 2015.

- Dismantling or disassembling different types of electronic devices and components for recycling purpose by using different hand tools like hand gun, screw drivers, wire cutters and so on.
- Disassembling of electronic devices into parts, sorting the electronic components and parts by their type and kind, packing, labeling and moving it by a pallet jack for final dispatch.

**Aacron Anodizing Inc.** as a Warehouse Associate worked from February 19, 2015 up to April 10, 2015.

- Unpacking, racking manufactured aluminum parts and components by using hand tools such as wrench.
- Anodizing the aluminum parts in different chemicals and different types color paints.
- Curing the components in the oven.
- Unracking the components, counting, sorting, packing, labeling and moving them by pallet jack for final dispatch.

**Walman Optical Group** as a Lab Operator worked from August 17, 2015 up to August 13, 2018.

- Wiping and cleaning polished lenses and racking them on a rack.
- Loading and unloading lenses to the cleaning and coating machine.
- Inspecting coated lenses for discrepancies and loading them to curing oven.
- Verifying the lenses by their serial numbers, sight power against the prescription paper by using lenso meter and bagging for framing and final dispatch departments.
- Performing lab test for lens cleaning and coating machines different chemicals.
- Preparing lens coating chemical mix by taking different amount or ratios from different chemicals. And filling the machines based on test results.
- Performing coating thickness test by using computer based test.
- Changing filter for the cleaning machine.

- Performing trouble shooting, minor repairs on the machines including changing or replacing the chemical pump.

**DOW Water and Process Solutions /FilmTec Corporation/** as a Machine Operator working from August 20, 2018 up to now.

- Dry and wet membrane elements packaging.
- Trimming FilmTec membrane elements.
- FilmTec membrane elements fullfit finishing, chamfering, hot melting, vacuum testing, and end capping.
- FilmTec membrane elements fiber glassing and wet testing.
- Performing titrations for FilmTec membrane elements solutions.
- Safety procedures and use of PPE.

### **Language Skills**

- English ..... Speaking ..... Reading ..... Writing
- Arabic ..... Speaking ..... Reading ..... Writing

#### Ethiopian Languages

- Amharic ..... Speaking ..... Reading ..... Writing
- Oromo ..... Speaking ..... Reading ..... Writing
- Harari ..... Speaking ..... Reading ..... Writing
- Somali ..... Speaking ..... Reading ..... Writing

### **Other Skills**

- Basic computer skills.
- Informal minor technical and mechanical skills.

### **Communication and Personal Relationship**

- Good communication skills with friendly smiling face.
- Straight forward conversation and understanding.
- Serious on work, hard working with good attendance.
- Fast in learning and training.
- Good use of hand tools.

## **Social Activities**

MN Harari Community Head

Head of the Minnesota Harari Community since September 2016 upto now.

## **Hobbies**

- Reading
- Following current affairs
- Watching movies

## **References**

Dave Beebe ..... My supervisor in Arrow Electronics.... (751) 497 8452

Joe ..... My Supervisor in Aacron..... (612) 388 9632

Darrell Kryzer..... My Supervisor in Walman Optical..... (763) 331 2575

Graeme.....My Supervisor/LT/ in FilmTec.....(701) 306 1406

## **Note:**

- I can present all of the documents for the above mentioned back grounds.
- I did not included my references of Ethiopia because they are not in their position now and I did not have their current telephones.