

SERKA, Aslan Mohammad Saed

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PROFESSIONAL SUMMARY

- Co2 laser machines operator (fabric, fur, leather, cloths, acrylics and wood) since 2005.
- CorelDraw designer for laser cutting machines, plotter cutters, printing and CNC machines since 2005.
- Adobe Photoshop graphic designer for social media and websites content since 2019.
- Purchase officer from China b2b factories (sewing machines and spare parts) since 2019.
- Retail sales (sewing, laser and embroidery machines) since 2019.
- Social media management and SEO (sewing machines ORFALI brand) since 2019.
- Obsessed with computers, maintenance, and operating systems and software installation, fare knowledge of hardware since 2005.

WORK EXPERIENCE

Founder and Manager

Dec 2022 - Present

Trendizer Jo • Amman, Jordan

Trendizer Jo is an agency providing multiple marketing solutions in Jordan, Amman

- E marketing and social media management services / Facebook - Instagram - LinkedIn
- External purchase and shipping consultancy
- Search engine optimization SEO
- Graphic and video designer / Photoshop - CorelDraw - illustrator - Canva - Adobe Premier - Kinemaster
- Website hosting, designing and management / WordPress
- Computer maintenance, buy and sell
- co2 Laser cutting machines / professional operator and plots designer on CorelDRAW
- Professional hotfix rhinestone models creator

Purchases & Logistics - Social Media - Digital Marketing

Mar 2019 - Mar 2023

ORFALI SEWING MACHINE • Amman, Jordan

Business or sector: Sewing Machine Manufacturing and spare parts

- External purchasing & shipping coordinating.
- Business correspondence.
- Graphic designer.
- Social media manager. (meta business specialist)
- Digital marketing.
- SEO (search engine optimization).
- Website manager.
- Bidding Officer.
- Translator (English-Arabic-English)
- Computers software & hardware.
- Invoicing & quotations.
- Sewing machines salesman.

Accessory designer

Nov 2013 - Mar 2019

Several workshops • Amman, Jordan

Fashion field

- Design on CorelDraw for co2 laser cutting and engraving machines
- Operating co2 laser cutting and engraving machines
- Creating new models and fashion styles
- Professional hotfix rhinestone models creator

Retail store sales

Nov 2008 - Dec 2010

Al-Omda cell phone center • Damascus, Syrian Arab Republic (Syria)

Cellphone Center

- sales officer

Computer software and multimedia shop manager

Nov 2008 - Jan 2013

Self-Employee • Damascus, Syrian Arab Republic (Syria)

Computers field

- Computer maintenance
- Sell and buy computer parts (hardware)
- Operating system install & modify for customers
- Install software for customers

Accessory designer

Aug 2008 - Oct 2008

Kochha Company - EGYPT • Cairo, Egypt

Fashion field.

- Starting the new branch.
- Design on CorelDraw for laser cutting and engraving machines.
- Operating laser cutting and engraving machines.
- Coordinate for garments orders finishing and delivering.
- Creating new models and fashion styles.
- Professional hotfix rhinestone models creator

Accessory designer

Aug 2005 - Jul 2008

Kochha Company - SYRIA • Damascus, Syrian Arab Republic (Syria)

Fashion field.

- Design on CorelDraw for laser cutting and engraving machines.
- Operating laser cutting and engraving machines.
- Coordinate for garments orders finishing and delivering.
- Creating new models and fashion styles.
- Professional hotfix rhinestone models creator

EDUCATION

High school - literary section

2005

Tal Al-Fakhar School • Damascus, Syrian Arab Republic (Syria)

English-Arabic translations

Aug 2005 - Present

Damascus University - Open learning • Damascus, Syrian Arab Republic (Syria)

Studied English-Arabic translation, 4th year student, **not graduated due to war in Syria****SKILLS**

LANGUAGE SKILLS

- Mother tongue(s): **Arabic**
- Other language: **English**
- LISTENING C1
- READING C1
- WRITING C1
- SPOKEN PRODUCTION C1
- SPOKEN INTERACTION C1

- **Marketing skills**

Content writing | Social media management | SEO (Search Engine Optimization) | Digital marketing | Communications | Excellent writing and verbal communication skills | Written and Verbal skills | Research | Facebook / Instagram / LinkedIn

- **Computer skills**

Microsoft Windows Setup | Computer formatting | Microsoft word | Microsoft excel | Strong Computer Skills | Managing data | Computer maintenance

- **Design skills**

Adobe Photoshop | CorelDraw | Canva | Kinemaster | Graphic Designer | Rhinestone hotfix designer | creative designer for fashion accessories.

- **Trading skills**

Price Quotation | Customer Service | Direct contact with business customers | Ability to Work under Pressure | Team-work oriented | Writing invoice | Presenting | Procurement officer

- **Personality**

Self-control | Improvising | Motivated | hardworking | communicating | Friendly | positive thinking | Good time management | Responsibility | Creativity | Reliability | Organizational and planning skills | Smoking | No drinking | PC Gamer | Arsenal FC fan | Formula 1 (Ferrari) fan

- **Machine operation skills**

co2 laser cutting / engraving machine | CNC router | Embroidery machine | Cutter plotter | Sewing machine lockstitch and overlock | heat transfer machine operator.