Malek

Email: malek.150313@2freemail.com

**SUMMARY OF QUALIFICATIONS or PROFESSIONAL SKILLS PROFILE**

* 6 years governmental, clerical work, Administration, employees services, and ITC technologies experiences
* 5 months educational internship, clerical work, Students/teacher Services, small business, and video editing experience
* In-depth knowledge of international development, Yemen government laws , and education issues

 Travel and living experience in Cairo Egypt, Abu Dhabi UAE, and Kuala Lumpur Malaysia ,

* **The Organizational Skills**
	+ Ability to work as part of a team and coordinate with team member
	+ Fast and Self-learning capabilities focused on learning from specs and slides and to map knowledge gaps
	+ Excellent negotiation and representation skills.
	+ Strong analytical abilities and professional office
	+ Ability to work independently, assertive or cooperatively with team member
	+ Ability to translate Arabic/English and vice versa
	+ Ability to work multi-culture environments
	+ Willing and Ability to complete difficult tasks in short time frames
	+ Excellent Communication Skills
	+ Strong analytical abilities and professional office experience
	+ Willing and Ability to work in a challenging environment or under pressure
	+ Can meet the challenge to perform IT administrator
	+ Willingness to travel within/ outside the country to meet job requirements
* **The Technical Skills**
	+ Broad IT knowledge
	+ Perfect use of network and coaching the Program staff on proper utilization
	+ Perfect Searching Skills on the E-mail / web
	+ Excellent understanding at computer Network such as, LAN, WAN, or MAN
	+ Excellent Maintenance skills for the PC and its equipment

**COMPUTER AND LANGUAGE SKILLS**

* Computer:
	+ Ability to work with graphical software such as Adobe Photoshop and Adobe Dreamweaver
	+ Ability to work with Database software such as, MS SQL SERVER 2000, Oracle PL/SQL
	+ Ability to work on the Languages computer programming such as, C++, JAVA, Visual Basic, Asp.net, Pascal, and VB.net
	+ Ability to work on Statistical software such as, SPSS, EXCEL.
	+ Ability to work on different platforms such as, Unix Solaris 10, Ubuntu Linux 10, Microsoft Windows 7, Microsoft Windows Server 2003, Microsoft Windows server 2008.
	+ Ability to work on Microsoft Office applications such as, WORD, EXCEL, Access, Viso, outlook, FrontPage., PowerPoint

- Excellent knowledge of modern communication systems (phone, fax, e-mail, & internet)

* + Ability to type in English over the typing speed of 80 w.p.m.
	+ Ability to type in Arabic over the typing speed of 50 w.p.m.
* Language:

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| --- | --- | --- |
| - | Arabic | Native |
| - | English | Flaunt |
| - | French | Basic knowledge |

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| **RELEVANT PROFESSIONAL EXPERIENCE** |  |  |
| **Minister of Civil Services and Insurance** | **Sana'a, Yemen** |
| IT/ Engineer/ Database Assistant | 1st January, 2011 – Present |
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* **Assist IT Manager in identifying the IT needs and preparing the annual plan of IT department.**
* **Assisting in data entry for employees whom have been taken have a footprint on AFIS System (Implemented by German Company "DERMALOG Company"), update or edit employee's data in Oracle Developer/PLSQL system Implemented by a local team of programmers.**
* **Assisting in implementing, Designing, and analyzing Database structure using oracle PL/SQL database or Microsoft Access Database.**
* **Using Google Earth Pro to scan the local area in Yemen in order to get pre-knowledge about the area for Field-visit team to go on field visit to new region in order to implement, update database system, assisting in data entry, or to measure the required area for WAN/LAN network implementation if needed.**
* **Fixing and aiding in maintenance for Personal Computer and installing the required software**
* **IT maintenance for LAN/ WAN Networks and partible stations such as, Laptops.**
* **Regular maintenance for PCs, LAN/WAN equipment (Cables ,Switches and Routers )**
* **Prepare regular backups and ensure having backup for all important data for AFIS systems.**
* **Solving the IT-related problems or coordinate with IT manager to report them to the IT Consultant.**
* **Supervise the procurement and storing of IT materials.**
* **Analyzing several services systems and database.**
* **Any other responsibilities assigned by IT Manager.**

**Exceed Language Center Institute**

**Sana'a, Yemen**

Student Intern (Internship)

17th January, 2009 – 23rd May, 2009

* **General Clerical, secretarial, and administrational work.**
* **Prepare SRA tests for the students in other levels**
* **Mange the multimedia lab for the students**
* **Help the teachers by copying their required documents.**
* **Editing and cutting the inappropriate scenes from any English Movies**
* **Any responsibilities which come from the supervisor**

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| **Scandinavian Yemeni friendship Association (SYFA)** | **Sana'a, Yemen** |
| Volunteer | 3rd January, 2016 – present |
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| **EDUCATION** |  |  |  |
| **Al-Yemenia University** | **Sana'a, Yemen** |
| **Bachelor degree in Computer Science***/Computer Programming* | *Expected to graduate in Jun 2007* |
| Concentration: Computer Network, Java, C++, computer Maintenance, English Language |
| GPA: 77.1 percent |  |  |  |
| **Exceed Language Center Institute** | **Sana'a, Yemen** |
| *English Language Certificate Diploma* |  | April 13th*, 2011* |
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*Concentration:* Business Meeting, Presentations, and Negotiation,Business writing, Communicative Grammar Advanced,Preparation for TOEFL iBT Module 2

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| --- | --- |
| **Al-Tarbuyah Al-Hadeethah Schools** | **Sana'a, Yemen** |
| High School Diploma/ Secondary Diploma. | *22nd* September, 2003 |

*Completed coursework in Holy Quran, Islamic studies, Arabic, English, Physics, Mathematics, History, Geographic, Biology,*

**Other Training Courses and Rewards**:

* **Emergency Setting response package training course certificate:**
	+ **The Humanitarian Emergency Setting Perceived Needs (HESPER)**
	+ **Multi-Custer/ Sector Initial Rapid Assessment (MIRA)**
	+ **Relief Project Life-Cycle**
* **Humanitarian Charter and Minimum standards in the field of Emergency Response Certificate certified by Sphere Ambassadors Organization**
* **Sphere Project certificate (" Humanitarian Charter and Minimum standards in the field of Emergency Response ") certified by Yemen Sphere Organization**
* **Writing Reports certificate and Communication Skills Certificate**
* **Personal Safety in relief Field Certificate and Strategic Organizational Planning S.O.P. Certificate**

**References** Available upon request.