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Date of Birth 12-03-1978

Marital Status Married

Nationality Syrian

**OBJECTIVE:**

“Eager to excel in a growing and community conscious organization with a sense of devotion and dedication, where talent and professional experience is exploited to the full, coupled with job satisfaction and recognition has always been the utmost aim of my life.”

**Work Experiences: (5 years in UAE)**

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* Working at **international college as IT Support Engineer.** (1th Feb 2008, to date)
* Working at **international college as** a part-time **Computer instructor**
* **Sales representative** at **What’s on!** Magazine Syria at **UG**. ( 4th Jan ,2006- 7th Jul ,2007 )
* **Help desk** at **infinity group** Computer services company Lebanon ( 8th Apr ,2003-9th May,2005)

##### **PROFESSIONAL EXPERIENCE:**

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| **Name of the organization** | **Job Responsibilities** | |
| **Al Khawarizmi international college** | * *Teaching ICDL,A+,MCITP,Photoshop, ABP, And a lot of computer basics and programs, A+ Trainer.* * *Installing networks and maintains it.* * *Installing operating systems (Windows XP,server 2003,2008,linux and maintain them.* * *Installing all kind of programs and software.* * *Dealing with Partner companies (Micorsoft,Oracl,CompTIA,…)* * *Prepare labs and classes and course materials.* * *Helping students and lead them.* * *Planning and but a long term aims.* * *Producing schemes of work plans. and Implementing them.* | * *Responsible for Accounting Systems (GP, CRM) and Student registration system* * *Regular backup for college data and systems* * *Training, observing and assessing learners using an agreed range of methods to ensure the quality standards of the relevant awarding bodies are met.* * *Responsible for the full quality assurance of own workload of training and assessment.* * *Preservative Maintenance and check up. Prevention is better than cure.* * *Developing Solutions for daily problems to ensure that it will not happen again* * *Ensure high standards of services and work responsibilities.* * *Train Business Student .* |

##### **ACADEMIC QUALIFICATION:**

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| **Name of the Institution / University** | **Country** | **Degree/ Certification** | **Specialization** | **Year** | | |
| **From** | **To** | |
| **Lebanese American University** | Lebanon | B.E | Computer Engineering | 2001 | | 2005 |
| *The subjects includes, calculus for engineers, discrete mathematics electronic and electrical circuit , computer programming, algorithms, data structures, digital logic design, computer architecture, computer organization, database concepts, statistics and probability, object oriented programming, computer networks, numerical analysis, operating system concepts, software engineering, artificial intelligence, enterprise system development, multimedia technology, operational research, web engineering, wireless and mobile computing etc.* | | | | | | |
| **Al Khawarizmi international college /**  **BBPSD (British Business Professional Skills Development )** | UAE | Advanced Diploma in Business | Planning and developing | Feb 2012 | | Jun  2012 |
| *The subjects includes,* ***Customer Service, Business Etiquette ,People Skills , Business Basics and finance***  ***,Time management ,IT for Business ,Self awareness, Business communication****.* | | | | | | |

**Training Courses & Certificates:**

* **IC3**
* **ICDL V5**
* **A+**
* **Network+**
* **ITIL® Foundation**
* **IT Security**
* **CCNA**
* **MCSE Course (windows server 2003 )**
* **MCITP (windows server 2008 )**
* **Windows7 installing and configuring**
* **MCT ( Microsoft Certified Trainer )**
* **ABP (Association of Bossiness Practionars )**
* **ABP Trainer**
* **Human Resources Course**
* **Project management and team leader Course.**
* **Marketing techniques.**

### **PROFESSIONAL SKILLS :**

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|  | * *Project Planner* * *Team leader* * *Self-motivated, proactive, dependable and solution oriented* * *Result Oriented person with Leaderships Qualities* * *Effective communication and writing skills* * *Can Devote Longer Hours for the Accomplishment of Work* * *Ability to concentrate on different matters simultaneously.* * *Ability of Self-Correspondence* * *Technical Report Writing* * *Presentations* * *Communication Skills* * *Teaching and Workshop Conducting* * *Staff Management* * *Ability to work under high-pressure as a team player & independently.* * *Desire to develop good client relationship & communication fluency to a business level standard* |

**LANGUAGE :**

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| **Language** | **Reading** | **Writing** | **Speaking** |
| English | Excellent | Excellent | Excellent |
| Arabic | Mother Tongue | | |

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