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**Mustafa**

**Mustafa.335973@2freemail.com**

**JOB OBJECTIVE**

My job objective is to employ my skills and talents that I have acquired with my experience along with my education to contribute to an organization that creates true value for its members and its customers that provides me a platform to learn and grow.

**EDUCATION**

2013- 2016 **Murdoch University Dubai,** United Arab Emirates

 Bachelors of Science

 *Major* ***Business Information Systems***

2007-2009 **The Winchester School (GEMS) Dubai**, United Arab Emirates

 IGCSE, 0-Levels

 *High School*

**WORK EXPERIENCE**

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2010-2013 **GAPCO Trading Dubai, UAE**

 **IT Technician (Operations & Support*)***

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|  | * Performed daily system monitoring, verified the availability of all hardware and software resources.
* Performed regular backups of files and stored on multiple platforms.
* Ensuring no security protocols were breached by keeping WPA2 security on the company’s network.
* Repaired and recovered systems from hardware or software after investigating the issue.
* Applied regular updates to systems software, such as OS upgrades and client software upgrades.
* Kept the organization’s network safe from intrusion by configuring firewalls and encrypting the network.
* Applied hardware upgrades, such as installing new Hard-drives and replacing older parts to maintain efficiency.
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**RELEVANT PROJECTS**

* *Created a Business plan using BPMN notation for an Event Management company (2014)*
* *Information Technology Project, Murdoch University Dubai (2016)*

**PROFESSIONAL SKILLS**

* Strong decision-making skills; Critical thinking.
* Motivated to work in teams and focused on team performance.
* Strong time management skills and meeting deadlines in advance.
* Ability to manage multiple-tasks; Capacity to prioritize tasks and work under pressure.
* Strong organizational skills; decision making and problem solving.
* Designed systems mapping and Business process diagrams (BPMN).
* Ability to work with Systems Databases and MySQL.
* Excellent knowledge of HTML and CSS, and basic understanding of C# and Java.
* Ability to create and manage websites.
* Working with Knowledge Management techniques and Metadata.
* Moderate understanding of Systems Networking, IPs and Server’s management.
* Knowledge in Cloud Systems, such as Azure Cloud Server and Microsoft SharePoint.
* Strong oral and written communication skills.
* Ability to liaise well with others and delegate tasks.
* Flexible and adaptable to changing workloads.
* Ability to work with the following platforms:
	+ - Microsoft Visual Studio
		- Microsoft Excel
		- Visual Paradigm
		- Microsoft Visio
		- Microsoft Project
		- Microsoft Office
		- Protégé
		- Adobe Dreamweaver
		- Adobe Illustrator
		- Adobe Photoshop
		- Sony Sound Forge
		- WordPress
		- Microsoft Azure

**LANGUAGES:** English (Fluent)

 Urdu

**PERSONAL DETAILS**

Visa Status: UAE RESIDENCE VISA & EMIRATES ID

Driver’s License: DUBAI

*REFERNCES AVAILABLE ON REQUEST*