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**Mustafa**

[**Mustafa.335973@2freemail.com**](mailto: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. |

**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*