**Nabil**

**Nabil.372509@2freemail.com**

 **Resume**

PROFILE:

Senior Computer Technician with a strong technical background and excellent client service record. Adept at explaining complex technical concepts and processes to clients and non-technical staff in a clear and understandable manner. Able to multitask effectively and bring several simultaneous installation and repair projects to completion with full accuracy and efficiency.

DATA PROCESSING

* Excellent knowledge of the Windows environment.
* Practice of Word, Excel, Outlook, Power Point. Excellent in general
* knowledge of information systems (operating systems, languages and Databases,.. )
* knowledge of CCTV and Security systems.

WORK EXPERIENCES

**2014 – 2015 ADMINISTRATIVE OFFICER Water Resources Directorate**

* Receiving phone calls
* Public reception and register their complaints.
* filing documents.
* Manage files.
* Management of time jobs, etc..
* Data entry.

**SKILLS:**

* Knowledge of secretarial and office work
* Basic knowledge in accounting
* Good layout
* Faculty of synthesis
* Sense of organization and planning
* Knowledge at the user level of the IT tool
* Concept of public law, family, finance
* Autonomy
* Adaptability

2010– 2014 MANAGER Computer services center

* Consultation and acquisition of all multimedia
* Use and repair of devices and printers
* All secretarial work and reproduction of all documents (unofficial)
* Booking hotels for visa applicants
* Reservation of airline tickets for visa applicants
* Booking an appointment at the consulate for visa applicants
* Updating the operating system and security settings system.
* Formatting hard drives in case of need and reinstalling the operating system and other software users.
* Updating and maintenance of configurations of machines and those of local networks and the Internet.

**EDUCATIONS**

**Oct 2010 - Apr 2013** National Institute specializes **Senior** **computer** **technician**

July 2007 High school Baccalaureate (BAC), Chemistry

LANGUAGES

Arabic Mother tongue

French Fluently

English Fluently

German Good

ADDITIONAL INFORMATION

* Ability to work effectively as a team.
* Good communication and interpersonal relations.
* Able to work under pressure and in severe conditions.
* Able to withstand the hard physical work environment.
* Ability to work day and night.

**REFERENCES : Available upon request.**